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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## AGENDA

### CLOSED SESSION

### BOARD OF TRUSTEES OF THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

GOUGH STREET CAMPUS  
CONFERENCE ROOM  
33 GOUGH STREET  
SAN FRANCISCO  
Thursday, April 28, 2005  
5:00 P.M.

DOCUMENTS DEPT.

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#### I. OPEN SESSION

Announcement of Closed Session Topics

#### II. CLOSED SESSION

#### A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (G.C. 54956.8)

Properties:	Lot 10, Block 195 San Francisco, CA.
Agency Negotiator:	Peter Goldstein and Pius Lee
Negotiating parties	FANTEC Corporation
Under Negotiation:	Price and terms of payment

#### B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (G.C. 54956.9)

Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – two cases

Initiation of litigation pursuant to Gov. Code 54956.9 (c) – one case

#### C. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

#### D. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)

1. Agency Designated Representatives: Jeffrey Sloan, Emily Prescott, Steve Hale, and Charles Sakai

Employee Organizations: Service Employees International Union (SEIU) 790, American Federation of Teachers (AFT) 2121, Department Chairperson Council (DCC), and San Francisco Building and Construction Trade Council Unions (SFBCTCU)

#### BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • DR. NATALIE BERG, VICE PRESIDENT

JOHNNIE L. CARTER, JR. • DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS, ESQ. • LAWRENCE WONG, ESQ.

VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

2. Agency Designated Representatives:

Jeffrey Sloan, Emily Prescott, Steve Hale, and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers, Employee Relations Manager, Supervisors, and Confidential Classifications.

III. OPEN SESSION

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.



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## NOTICE

### REGULAR MEETINGS

#### OF

#### THE

### BOARD OF TRUSTEES

### SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

**LOCATION:** GOUGH STREET CAMPUS  
33 GOUGH STREET  
SAN FRANCISCO, CA. 94103  
CONFERENCE ROOM

**DATE:** **THURSDAY, APRIL 28, 2005**

**TIME:** **5:00PM**

**This meeting is normally devoted to Closed Session Topics.**

**LOCATION:** GOUGH STREET CAMPUS  
33 GOUGH STREET  
SAN FRANCISCO, CA. 94103  
AUDITORIUM

**DATE:** **THURSDAY, APRIL 28, 2005**

**TIME:** **6:00pm**

**This meeting is normally devoted to Open Session Topics.**

SPECIFIC TIMES SUBJECT TO CHANGE.  
Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

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## TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly scheduled meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolutions are subject to amendment and replacement. Copies of all resolutions and materials associated with the agenda are available for public inspection and review at the Gough Street Campus (33 Gough Street, San Francisco, Ca. 94103) and also available on the District's website (<http://www.ccsf.edu/vcfa>).

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.
2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:
  - a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR
  - b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR
  - c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.





### **For Members of the Public:**

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

#### **From PM 1.05 A:**

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

#### **FROM PM 1.05B:**

A member of the public may place an item on the Board agenda for regular meetings if the item relates directly to District business and is a matter of public concern, and if a written request is received in the Chancellor's Office no later than noon three full calendars weeks in advance of a regular Board meeting, and to avoid repetitive additions to the agenda, if the subject matter has not previously been submitted for the agenda within the past three months. In the interest of effective management of meeting time, no person shall place more than two items on any single regular agenda without justifying to the satisfaction of the Chancellor, the necessity of including additional times on that agenda as opposed to later agenda. The Chancellor shall determine whether the specific matter is directly related to the business of the District. Items which have been properly submitted and verified as related to the business of the District will be addressed in the "Requests to Speak" portion of the agenda or otherwise at the conclusion of all other District business on the agenda. The member of the public who properly submits an agenda item will allowed up to three (3) minutes at the meeting to present the information to the Board. Following this presentation, the Board may, but is not required to address the issue, may put the issue on a future agenda for more discussion and possible action, or may refer the issue to the administration.

#### **From PM 1.05 L:**

L.        Granting the Privilege of the Floor.        A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding

Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks, which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business, are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.



**Regular Meeting of the  
Board of Trustees of the  
San Francisco Community College District  
City College of San Francisco  
GOUGH STREET CAMPUS  
AUDITORIUM**

**33 GOUGH Street, San Francisco  
Thursday, April 28, 2005**

**Open Session - 6:00 p.m.**

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes
  - Regular Meeting Minutes – March 24, 2005
  - Regular Meeting Work session Minutes – April 14, 2005
- IV. Adoption of Resolutions Agenda
- V. Approval of Consent Agenda Items as Listed
  - Special Presentations
- VII. Report from Constituent Groups
  - Academic Senate - Fred Teti, President
  - Associated Students-Marlene Dugyawi, President – Ocean Avenue Campus
  - Classified Senate - Rose Vela, President
- VIII. Monthly Financial Report – James Kendrix & Peter Goldstein
- IX. Action on Other Resolutions Agenda Items
- X. Board of Trustees' Reports
- XI. Chancellor and Staff Reports
- XII. Closed Session Announcements - Legal Counsel Ronald Lee





XIII. Requests to Speak

XIV. Adjournment

## **FINANCE**

### **GENERAL FUND**

- B1 - Approval of Special Services Contracts Authorization for one (1) Contract Modification
- B2 - Annual Resolution authorizing the issuance of a 2005 Tax and Revenue Anticipation Note and participation in the Community College League of California cash flow financing program
- B3 - Authorization to reallocate funds available from the 2001 General Obligation Bond Issue within existing eligible projects
- B3a - Approval of Special Personnel Services with Development Institute **c\***

### **CAPITAL OUTLAY**

- B4 - Authorization to approve a construction change order(s) to Alpha Restoration & Waterproofing, Inc. which causes the total of all change orders to exceed 10% of the original contract price Science Hall Window Replacement **c\***
- B5 - Annual Adoption of a summation of the District's proposed Five-Year Construction Plan to be submitted to the State Chancellor's Office for review and approval.
- B6 - Authorization to Award Construction Manager at Risk Contract – Wellness Center Building, Student Health Center Building, and Child Development Center Building Project \$\_\_\_\_\_
- B7 - Authorization to Award Professional Services Contract for New Chinatown/North Beach Campus Supplement EIR –EIP Associates total contract cost not to exceed \$128,870 **c\***
- B8 - Authorization for one (1) Contract Modification totaling \$148,000 for Special Services Contracts and Construction Contracts. **c\***
- B9 - Authorization to Award contracts for -Environmental Consultant/Industrial Hygienist Services: SCA Environmental; RGA Environmental; and Millennium Consulting Associates, total contract cost not to exceed \$450,000
- B10 - Authorization to approve a construction contract engaging Atlas/Pellizzari Electric Inc. to provide data wiring for Bungalow 601 Trailer Project at a cost not to exceed \$49,216.21 **c\***

### **GRANTS/CONTRACTS**

- B11 - Authorization to contract with San Francisco State University in the amount not to exceed \$56,286 for a San Francisco Department of Public Health Grant **c\***
- B12 - Authorization to contract with the California Department of Education for continuation of the California Early Childhood Mentor Program and to subcontract **c\***



with 96 California Community Colleges in the amount not to exceed \$3,011,059.

- B13 - Amending the Agreement with the firm of Morgan, Lewis, & Bockius, LLP for Providing Legal Services in Areas Related to Project Labor Agreements for an amount not to exceed \$15,000. \*c

#### **EQUIPMENT/SUPPLIES AND SERVICES**

- C1 - Procurement of Equipment, Supplies, Services, Etc., less than \$3,000 \*c
- C2 - Procurement of Equipment, Supplies, Services, Etc., more than \$3,000 \*c
- C3 - Acceptance of Gifts \*c

#### **HUMAN RESOURCES**

- F1 - Academic Administrator Sabbatical Leave – Fall 2005 \*c
- F2 - Appointment, Classified Administrator
- G1-9 - Academic Employees, Credit Program, District Funded \*c
- H1-4 - Academic Employees, Credit Program, Categorically Funded \*c
- N1 - Academic Employees (Faculty) Community Services Classes City College of San Francisco \*c

#### **SPECIAL**

- S1 - Recommend Adoption of a Paid Maternity Leave Benefit for Academic Management Employees \*c
- S2 - Resolution of Support for the "Nationalization" of the National Articulation and Transfer Network \*c
- S3 - Recommend Adoption of an Amendment to the Collective Bargaining Agreement between the District and the San Francisco Building & Construction Trade Council Unions modifying Article 1 (Representation), Section A (Recognition), to add Classification 3464 (Area Supervisor, Parks, Squares & Facilities) to the Bargaining Unit, effective July 1, 2005 \*c
- S4 - Honoring CCSF alumna Victoria "Vicki" Manolo Draves as "Friend of the College" at Commencement May 27, 2005

#### **REAL ESTATE**

- W1 - Authorization for Purchase Agreement – Williams Scotsman at a cost not to exceed \$639,941.75
- W2 - Authorization to negotiate and enter in agreement regarding the purchase of property for



the new Chinatown Campus—Total price not to exceed \$6,832,620

**INFORMATION ONLY**

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

**Next Board Meeting Date: May 26, 2005**  
**GOUGH STREET CAMPUS**  
**33 Gough Street, San Francisco**



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All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage or retrieval system, without permission in writing from the University of Chicago Press.

**DATE:** April 28, 2005

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT:** **GENERAL FUND**  
**Approval of Special Services Contracts**  
**Authorization for one (1) Contract Modification**  
**(Resolution No. 050428-B1)**

**BACKGROUND INFORMATION:**

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CURRENT CONTRACT AMOUNT	CM #	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS	PROJECT BUDGET	TOTAL PROJECT FUNDS COMMITTED WITH THIS ACTION
A	040610-B2	Strata Information Group (SIG)	\$115,000	01	\$ 80,000	\$195,000	Increase amount of contract to complete modifications to Banner 6 and Degree Audit. Also, provide technical assistance for upgrading Banner software for the remainder of the year.	\$195,000	\$195,000

**RECOMMENDATION:**

**RESOLVED:** That the Board authorizes the Specific amendment to the Resolution as indicated in the table, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the district to effectuate this resolution.

Doug Re: Originator

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**B2**

**SUBJECT: GENERAL FUND  
ANNUAL RESOLUTION AUTHORIZING THE  
ISSUANCE OF A 2005 TAX AND REVENUE  
ANTICIPATION NOTE AND PARTICIPATION IN THE  
COMMUNITY COLLEGE LEAGUE OF CALIFORNIA  
CASH FLOW FINANCING PROGRAM  
(Resolution No. 050428-B2)**

## BACKGROUND INFORMATION:

The District has participated in the Community College League Tax Revenue Anticipation Note (TRAN) Program since 1998. The District's property tax cash receipts occur in January and April of each year. The TRAN note provides a mechanism to smooth the January and April cash receipts "spikes" against the more steady cash disbursements that occur from July through June of each fiscal year. The borrowing also avoids interest expense that would be incurred on negative cash flows incurred during the periods prior to the property tax receipts.

WHEREAS, pursuant to Sections 53850 et seq. of the Government Code of the State of California (the "Act") contained in Article 7.6 thereof, entitled "Temporary Borrowing," on or after the first day of any fiscal year (being July 1), the San Francisco Community College District (the "District") may, pursuant to a resolution of its Board of Trustees (the "Board"), borrow money by issuing notes for any purpose for which the District is authorized to expend moneys, including but not limited to current expenses, capital expenditures, and the discharge of any obligation or indebtedness of the District;

WHEREAS, the Board hereby determines that an amount (the "Principal Amount") not to exceed \$25,000,000 (the "Maximum Principal Amount"), which Principal Amount is to be confirmed and set forth in the Pricing Confirmation (as defined in Section 4 hereof), is needed for the requirements of the District to satisfy obligations of the District, and that it is necessary that the Principal Amount be borrowed for such purpose by the issuance of a temporary note therefor in anticipation of the receipt of taxes, revenue and other moneys to be received by the District during or attributable to fiscal year 2005-2006;

WHEREAS, it appears, and the Board hereby finds and determines, that the Principal Amount, when added to the interest payable thereon, does not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue, cash receipts and other moneys of

### BOARD OF TRUSTEES

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR



the District attributable to fiscal year 2005-2006, and available for the payment of said note and the interest thereon;

WHEREAS, pursuant to Section 53856 of the Code, certain revenues that will be received by the District during and attributable to fiscal year 2005-2006 can be pledged for the payment of said note and the interest thereon (as hereinafter provided);

WHEREAS, the Board has determined that it is in the best interests of the District to participate in the Community College League of California Cash Flow Financing Program (the "Program"), whereby participating community college districts (collectively, the "Participating Districts") will simultaneously issue tax and revenue anticipation notes;

WHEREAS, the tax and revenue anticipation note authorized hereby (the "Note") will be sold to the Community College League Financing Authority (the "Authority") pursuant to a note purchase agreement, dated as of the date of the Pricing Confirmation, by and between the Authority and the District (the "Note Purchase Agreement"); and

WHEREAS, as part of the Program, the Authority will issue one or more series (each a "Series") of 2005 Tax and Revenue Anticipation Bonds (the "Bonds") pursuant to an Indenture (the "Indenture") between the Authority and Wells Fargo Bank, National Association (the "Trustee"), which Bonds will be secured by the tax and revenue anticipation notes of the Participating Districts, each Series to be distinguished by the type of credit enhancement, if any, that secures such Series, the principal amounts of the notes securing such Series the date of maturity of such Series, or by such other factors as may be determined by the Authority pursuant to the advice of RBC Dain Rauscher Inc., as financial advisor for the Program (the "Financial Advisor");

NOW, THEREFORE, the Board of the District hereby resolves as follows:

Section 1. Recitals. All of the above recitals are true and correct and the District so finds, determines, and represents.

Section 2. Authorization of Issuance of Note; Terms. The District hereby determines to borrow, solely for the purpose of anticipating taxes, income, revenue, cash receipts and other moneys to be received by the District during or attributable to fiscal year 2005-2006, an aggregate principal amount not to exceed the Maximum Principal Amount by the issuance, by the District, of a temporary note under Sections 53850 et seq. of the Code designated as the District's "2005 Tax and Revenue Anticipation Note." The Note shall be dated the date of delivery thereof; shall mature (without option of prior redemption) not more than 13 months from said date of delivery on a date indicated on the face of the Note and set forth in the Pricing Confirmation (as defined below), or if such date is not a day on which banks in New York or California are open for business, on the first business day prior to such date; and shall bear interest, payable on the dates set forth in the Note and computed on the basis of a 365/366 day year and the actual number of days elapsed, at the rate indicated on the face of the Note and set forth in the Pricing Confirmation (the "Note Rate"), but not in excess of twelve percent (12.0%) per annum. If the Note is not fully paid at maturity, then the unpaid portion thereof shall continue to bear interest thereafter at the Default Rate (to be set forth in



the Pricing Confirmation). Both the principal of and interest on the Note shall be payable only upon surrender thereof, in lawful money of the United States of America, at the corporate trust office of the Trustee, which Trustee is hereby designated to be the Paying Agent for the Note (the "Paying Agent").

Section 3. Form of Note. The Note shall be issued in registered form without coupons and shall be substantially in the form and substance set forth in Exhibit A attached hereto and by reference incorporated herein, the blanks in said form to be filled in with appropriate words and figures.

Section 4. Sale of the Note. The Note shall be sold to the Authority pursuant to the Note Purchase Agreement. The form of the Note Purchase Agreement, including the form of the pricing confirmation supplement (the "Pricing Confirmation") set forth as Exhibit B thereto, presented to this meeting is hereby approved. The Chancellor, Vice Chancellor of Finance & Administration, Chief Financial Officer, chief business officer or any other person designated by the Vice Chancellor of Finance & Administration of the District (the "Authorized Representatives") are each hereby authorized and directed to execute (which execution shall be accomplished by execution of the Pricing Confirmation) and deliver the Note Purchase Agreement (including the Pricing Confirmation) in substantially said form, with such changes thereto as such Authorized Representative shall approve, such approval to be conclusively evidenced by his or her execution and delivery thereof; provided, however, that the interest rate on the Note shall not exceed twelve percent (12.0%) per annum, the discount on the Note, when added to the District's share of the costs of issuance of the Bonds, shall not exceed one and one-half percent (1.5%), and the Principal Amount shall not exceed the Maximum Principal Amount.

Section 5. Program Approval. The District's participation in the Program is approved; provided, however, that the District's decision to participate in the Program shall not be binding on the District until the execution and delivery of the Pricing Confirmation.

The District acknowledges that the Authority will execute and deliver the Indenture, (currently on file with the District), to the Trustee in substantially said form, with such changes thereto as an Authorized Representative shall approve, such approval to be conclusively evidenced by execution and delivery of the Pricing Confirmation. The District authorizes and requests the Authority to issue Bonds pursuant to and as provided in the Indenture as finally executed.

The District acknowledges that the Authority, acting upon the advice of the Financial Advisor, may seek such credit enhancement for the Note and for the Series of Bonds related thereto as it deems necessary or desirable. The District agrees to be bound by the terms of such credit enhancement, if any, and the agreements related thereto. The District's approval of such credit enhancement, if any, and the agreements related thereto shall be conclusively evidenced by execution and delivery of the Pricing Confirmation. Each Authorized Representative is authorized to execute and deliver, on behalf of the District, all agreements related to credit enhancement for the Note and for the Series of Bonds related thereto that such Authorized Representative shall approve, such approval to be conclusively evidenced by execution and delivery of such agreements.

The Authorized Representatives of the District are hereby authorized and directed to provide the Financial Advisor with such information relating to the District as the Financial Advisor shall reasonably request for inclusion in the Preliminary Official Statement and Official Statement related to the Bonds. Upon inclusion of the information relating to the District therein, the Preliminary Official Statement is, except for certain omissions permitted by Rule 15c2-12 of the Securities Exchange Act of 1934, as amended (the "Rule"), hereby deemed final within the meaning of the Rule with respect to the District. If, at any time prior to the execution of the Pricing Confirmation, any event occurs as a result of which the information contained in the Preliminary Official Statement related to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Financial Advisor.

The District agrees to pay or cause to be paid, in addition to the amounts payable under the Note, its share of any fees or expenses of the Trustee in connection with its participation in the Program, as determined in accordance with the Indenture. Such additional fees and expenses will be paid by the District within twenty-five (25) days of receipt by the District of a bill therefor from the Trustee.

Section 6. Transfer; Exchange. The Note shall initially be registered in the name of the Authority. Thereafter, the Note may not be transferred or exchanged except for a transfer to a provider of credit enhancement for the Note or for the Series of Bonds related thereto as provided by the terms of such credit enhancement and any agreement related thereto.

Section 7. Deposit of Note Proceeds; No Arbitrage. A portion of the proceeds from the sale of the Note, in an amount equal to the District's share of the costs of issuance (including any fees and expenses incurred in connection with credit enhancement) of the Note and of the Series of Bonds related to the Note, shall be deposited in the Costs of Issuance Fund established under the Indenture and expended as directed by the Authority on costs of issuance as provided in the Indenture. The remainder of the proceeds from the sale of the Note shall be deposited in the Proceeds Fund established under the Indenture and, until transferred pursuant to a requisition of the District, be invested in Permitted Investments (as defined in and under the terms of the Indenture) as directed by the Authority. While they are on deposit in the Proceeds Fund, proceeds from the sale of the Note shall constitute additional security for repayment of the Note. Upon requisition submitted to the Trustee in accordance with the Indenture, the Note proceeds deposited in the Proceeds Fund shall be transferred to or on behalf of the District for any purpose for which the District is authorized to use and expend moneys. The District hereby covenants that it will make no use of the proceeds of the Note that would cause the Note to be an "arbitrage bond" under Section 148 of the Code; and, to that end, so long as the Note is outstanding, the District, and all of its officers having custody or control of such proceeds, shall comply with all requirements of said section, including restrictions on the use and investment of proceeds of the Note and the rebate of a portion of investment earnings on certain amounts, including proceeds of the Note, if required, to the Federal government, and of the Income Tax Regulations of the United States Treasury promulgated thereunder or under any predecessor provisions, to the extent that such regulations are, at the time, applicable and in effect, so that the Note will not be an "arbitrage bond."



Section 8. Payment of Note.

(a) Source of Payment. The principal amount of the Note, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys which are received by the District during fiscal year 2005-2006 and which are available therefor. The Note shall be a general obligation of the District, and to the extent the Note is not paid from the Pledged Revenues defined below, the Note shall be paid with interest thereon from any other moneys of the District lawfully available therefor, as provided herein and by law.

(b) Pledged Revenues. As security for the payment of the principal of and interest on the Note, the District hereby pledges certain unrestricted revenues (as further described in the following paragraph, the "Pledged Revenues") which are received by the District in the months specified in the Pricing Confirmation as Pledge Months (each a "Pledge Month" and collectively the "Pledge Months"). The term "unrestricted revenues" shall mean taxes, income, revenue, cash receipts, and other money of the District as provided in Section 53856 of the Act, which are intended as receipts for the general fund of the District and which are generally available for the payment of current expenses and other obligations of the District.

With respect to each Pledge Month, the amount of unrestricted revenues which shall constitute Pledged Revenues will be equal to a percentage of the Principal Amount plus a percentage of the interest due on the Note on the applicable interest payment dates, including maturity, such percentages, and dates to be specified in the Pricing Confirmation. Any one of the Authorized Representatives of the District is hereby authorized to approve the determination of the Pledge Months and the amount of Pledged Revenues with respect to each Pledge Month by executing and delivering the Pricing Confirmation, such execution and delivery to be conclusive evidence of approval by this Board and such Authorized Representative.

The principal of the Note and the interest thereon shall be a first lien and charge against and shall be payable from the first moneys received by the District from such Pledged Revenues, as provided by law.

In the event that there are insufficient unrestricted revenues received by the District to permit the deposit into the Repayment Account, as hereinafter defined, of the full amount of Pledged Revenues to be deposited from unrestricted revenues in any Pledge Month, then the amount of any deficiency shall be satisfied and made up from any other moneys of the District lawfully available for the repayment of the Note and the interest thereon.

(c) Deposit of Pledged Revenues in Repayment Account. Pledged Revenues shall be held by the District in a special account within the District's general fund designated as the District's "2005 Tax and Revenue Anticipation Note Repayment Account" (the "Repayment Account") and applied as directed in this resolution. Any moneys placed in the Repayment Account shall be for the benefit of the holder of the Note, and until the Note and all interest thereon are paid or until provision has been made for the payment of the Note at maturity with interest to maturity, the moneys in the Repayment Account shall be applied only for the purposes for which the Repayment Account is created. Upon the written request of the Trustee or any provider of credit enhancement

for the Note or the Series of Bonds related thereto, the District shall, within ten (10) Business Days following its receipt of such request, provide written evidence that the deposits to the Repayment Account required by this resolution have been made. In addition, the District shall provide such additional financial information as may be required by any provider of credit enhancement for the Note or the Series of Bonds related thereto. The District may satisfy the requirement of depositing moneys in the Repayment Account by directing the Trustee to so designate such deposit from moneys in the Proceeds Fund attributable to the District.

(d) Disbursement of Moneys in Repayment Account. The District shall, to the extent necessary to pay the principal of and the interest on the Note, cause the moneys in the Repayment Account to be transferred to the Trustee, or credited by the Trustee from the Proceeds Fund, at least five (5) Business Days (as defined in the Indenture) prior to the date that interest on the Note must be paid, as applicable, and prior to the maturity of the Note. Moneys so transferred to, or credited by, the Trustee shall be deposited in the appropriate Bond Payment Fund established under the Indenture and applied to the payment of the principal of and interest on the Note when due and at maturity, as provided in the Indenture. In the event that moneys in the Repayment Account are insufficient to pay the principal of and interest on the Note when due and at maturity, such moneys shall be applied first to pay interest on the Note and second to pay principal of the Note. Any moneys remaining in or accruing to the Repayment Account after the principal of and the interest on the Note have been paid, or provision for such payment has been made, shall be transferred to the general fund of the District, subject to any other disposition required by the Indenture.

Section 9. Execution and Delivery of Note. The Note shall be executed by the manual or facsimile signature of an Authorized Representative and countersigned by the manual or facsimile signature of the Secretary or the Clerk of the Board. The proper officers of the District are hereby requested to deliver the Note to the Authority.

Section 10. Covenants and Warranties.

(a) It is hereby covenanted and warranted by the District that all representations and recitals contained in this resolution are true and correct.

(b) The District shall not incur any indebtedness secured by a pledge of its unrestricted revenues unless such pledge is subordinate in all respects to the pledge of unrestricted revenues hereunder.

(c) So long as any Bonds issued in connection with the Note are outstanding, the District will not create or suffer to be created any pledge of or lien on the Note other than the pledge and lien of the Indenture.

(d) The District and its appropriate officials have duly taken, or will take, all proceedings necessary to be taken by them for the levy, collection and enforcement of the Pledged Revenues in accordance with the law and for carrying out the provisions of this resolution and the Note.



Section 11. Ratification and Approval of Past and Future Actions. All actions heretofore taken by the officers and agents of the District with respect to the Note, the Bonds, and the Program are hereby approved, confirmed and ratified, and the officers and agents of the District are hereby authorized and directed to do any and all things and take any and all actions, which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of the Note and the District's participation in the Program in accordance with this resolution and resolutions hereafter adopted by the District. The Authorized Representatives are hereby designated as "Authorized District Representatives" under the Indenture.

Section 12. Events of Default and Remedies.

If any of the following events occur, it is hereby defined as and declared to be and to constitute an "Event of Default":

(a) Failure by the District to make or cause to be made the transfers and deposits to the Repayment Account or any other payment required to be paid hereunder on or before the date on which such transfer, deposit or other payment is due and payable;

(b) Failure by the District to observe and perform any covenant, condition or agreement on its part to be observed or performed under this resolution, for a period of fifteen (15) days after written notice, specifying such failure and requesting that it be remedied, is given to the District by the Paying Agent, unless the Paying Agent shall agree in writing to an extension of such time prior to its expiration;

(c) Any warranty, representation or other statement by or on behalf of the District contained in this resolution or the Note Purchase Agreement (including the Pricing Confirmation) or in any requisition or any financial report delivered by the District or in any instrument furnished in compliance with or in reference to this resolution or the Note Purchase Agreement or in connection with the Note, is false or misleading in any material respect;

(d) A petition is filed against the District under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect, and is not dismissed within 30 days after such filing, but the Paying Agent shall have the right to intervene in the proceedings prior to the expiration of such 30 days to protect its interests and the interests of the registered owner of the Note;

(e) The District files a petition in voluntary bankruptcy or seeking relief under any provision of any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect, or consents to the filing of any petition against it under such law; or

(f) The District admits insolvency or bankruptcy or is generally not paying its debts as such debts become due, or becomes insolvent or bankrupt or makes an assignment for the benefit of creditors, or a custodian (including without limitation a receiver, liquidator or trustee) of the District or any of its property is appointed by court order or takes possession thereof and such



order remains in effect or such possession continues for more than 30 days, but the Paying Agent shall have the right to intervene in the proceedings prior to the expiration of such 30 days to protect its interests and the interests of the registered owner of the Note.

Whenever any Event of Default referred to in this Section shall have happened and be continuing, the Paying Agent shall, in addition to any other remedies provided herein or by law or under the Indenture, have the right, at its option without any further demand or notice, to take one or any combination of the following remedial steps:

(1) Without declaring the Note to be immediately due and payable, require the District to pay to the Paying Agent an amount equal to the principal of the Note and interest thereon to maturity, plus all other amounts due hereunder, and upon notice to the District the same shall become immediately due and payable by the District without further notice or demand; and

(2) Take whatever other action at law or in equity (except for acceleration of payment on the Note) which may appear necessary or desirable to collect the amounts then due and thereafter to become due hereunder or to enforce any other of its rights hereunder.

Section 13. Proceedings Constitute Contract. The provisions of the Note and of this resolution shall constitute a contract between the District and the registered owner of the Note, and such provisions shall be enforceable by mandamus or any other appropriate suit, action or proceeding at law or in equity in any court of competent jurisdiction, and shall be irrevocable.

Section 14. Request to Borrow; Transmittal of Resolution. The Note shall be issued in conjunction with the note or notes of one or more other community college districts, as described in Section 53853(b) of the Act. Following its adoption by the Board, signed copies of this resolution shall be transmitted by the Secretary of the Board to the treasurer of the county (the "County") in which the District is located, to the County's board of supervisors (the "County Board"), and to the County's superintendent of schools. Transmittal of this resolution to the County Board shall constitute a request by the Board for borrowing and for the issuance of the Note by the County Board. This resolution is based on the assumption that the County Board will fail to authorize, by resolution, the issuance of the Note within 45 calendar days of its receipt hereof or that the County Board will notify the District that it will not authorize the issuance of the Note within such 45-day period. If within such 45-day period the County Board authorizes, by resolution, issuance of the Note, then, notwithstanding this resolution, the Notes shall be issued in the name of the District by the County Board pursuant to such resolution of the County Board.

Section 15. Limited Liability. Notwithstanding anything to the contrary contained herein or in the Note or in any other document mentioned herein or related to the Note or to any Series of Bonds to which the Note may be assigned, the District shall not have any liability hereunder or by reason hereof or in connection with the transactions contemplated hereby except to the extent payable from moneys available therefor as set forth in Section 8 hereof.

Section 16. Amendments. At any time or from time to time, the District may adopt one or more Supplemental Resolutions, without the necessity for consent of the owner of the Note, for any one or more of the following purposes:

(a) to add to the covenants and agreements of the District in this Resolution, other covenants and agreements to be observed by the District which are not contrary to or inconsistent with this Resolution as theretofore in effect;

(b) to add to the limitations and restrictions in this Resolution, other limitations and restrictions to be observed by the District which are not contrary to or inconsistent with this Resolution as theretofore in effect,

(c) to confirm, as further assurance, any pledge under, and the subjection to any lien or pledge created or to be created by, this Resolution, of any monies, securities or funds, or to establish any additional funds or accounts to be held under this Resolution;

(d) to cure any ambiguity, supply any omission, or cure or correct any defect or inconsistent provision in this Resolution; or

(e) to amend or supplement this Resolution in any other respect;

provided, however, that any such Supplemental Resolution does not adversely affect the interests of the owner of the Note.

Any modification or amendment of this Resolution and of the rights and obligations of the District and of the owner of the Note may be made by a Supplemental Resolution, with the written consent of the owner of the Note; provided, however, that if such modification or amendment will, by its terms, not take effect so long as the Note remains outstanding, the consent of the owner of the Note shall not be required. No such modification or amendment shall change or modify any of the rights or obligations of the Paying Agent without its written assent thereto.

In addition to the amendments permitted by the above paragraphs, this Resolution, including the form of the Note, may be amended at any time prior to the execution and delivery of the Note pursuant to the Note Purchase Agreement or the Indenture, the provisions of which are incorporated herein by reference to the extent that they relate to the Note, the District, and the District's participation in the Program. Any amendment of this Resolution pursuant to this paragraph shall not require the execution and delivery of a Supplemental Resolution

Section 17. Severability. In the event any provision of this Resolution shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 18. Appointment of Bond Counsel. The law firm of Stradling Yocca Carlson & Rauth, a Professional Corporation, San Francisco, California is hereby appointed as Bond Counsel for the Note and for the Program. The District acknowledges that Bond Counsel regularly performs legal services for many private and public entities in connection with a wide variety of matters, and

that Bond Counsel has represented, is representing or may in the future represent other public entities, underwriters, trustees, rating agencies, insurers, credit enhancement providers, lenders, financial, and other consultants who may have a role or interest in the proposed financing or that may be involved with or adverse to the District in this or some other matter. Given the special, limited role of Bond Counsel described above the District acknowledges that no conflict of interest exists or would exist, waives any conflict of interest that might appear to exist, and consents to any and all such relationships.

Section 19. Effective Date. This Resolution shall take effect from and after its date of adoption.

PASSED AND ADOPTED by the District this 28<sup>th</sup> day of April, 2005, by the following vote:

AYES:

NOES:

ABSENT:

---

President, Board of Trustees

Attest:

---

Secretary, Board of Trustees



## EXHIBIT A

### SAN FRANCISCO COMMUNITY COLLEGE DISTRICT 2005 TAX AND REVENUE ANTICIPATION NOTE

Registered No. 1

\$ \_\_\_\_\_

Rate of Interest:  
%

Maturity Date:  
\_\_\_\_\_, 2006

Note Date:  
\_\_\_\_\_, 2005

REGISTERED OWNER: COMMUNITY COLLEGE LEAGUE FINANCING AUTHORITY

PRINCIPAL AMOUNT: \_\_\_\_\_ THOUSAND DOLLARS

FOR VALUE RECEIVED, the San Francisco Community College District (the "District") acknowledges itself indebted to and promises to pay the Registered Owner identified above, at the corporate trust office of Wells Fargo Bank, National Association, in Los Angeles, California, (the "Paying Agent"), the Principal Amount specified above, in lawful money of the United States of America, on the Maturity Date specified above, together with interest thereon at the Rate of Interest per annum set forth above (computed on the basis of a 365/366 day year and the actual number of days elapsed) in like lawful money from the Note Date specified above until payment in full of said principal sum. Both the principal of and interest on this Note shall be payable as specified above; provided, however, no interest shall be payable for any period after maturity during which the holder hereof fails to properly present this Note for payment.

It is hereby certified, recited and declared that this Note has been made, executed and given pursuant to and by authority of a resolution of the Board of Trustees of the District duly passed and adopted under and by authority of Article 7.6 (commencing with Section 53850) of Chapter 4, Part 1, Division 2, Title 5, California Government Code, and that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of this Note have existed, happened and been performed in regular and due time, form and manner as required by law, and that this Note, together with all other indebtedness and obligations of the District, does not exceed any limit prescribed by the Constitution or statutes of the State of California.

The principal amount of the Note, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys that are received by the District during fiscal year 2005-2006. As security for the payment of the principal of and interest on the Note the District has pledged an amount equal to fifty percent (50%) of the principal amount of the Note plus fifty percent (50%) of the interest due on the Note from the unrestricted revenues received by the District in the month ending January 31, 2006; and an amount equal to fifty percent (50%) of the principal amount of the Note plus fifty percent (50%) of the interest due on the Note at maturity from the unrestricted revenues received by the District in the month ending April 30, 2006 (such pledged amounts being hereinafter called the "Pledged Revenues"); and the principal of the Note and the interest thereon shall constitute a first lien and charge thereon and shall be payable from the Pledged Revenues, and to the extent not so paid shall be paid from any other moneys of the District lawfully available therefor.

The District and the Paying Agent may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and neither the District nor the Paying Agent shall be affected by any notice to the contrary.

IN WITNESS WHEREOF, the District has caused this Note to be signed by the manual signature of its Authorized Representative and countersigned by the manual signature of the Secretary of its Board of Trustees, each as of the Note Date.

**SAN FRANCISCO COMMUNITY  
COLLEGE DISTRICT**

By \_\_\_\_\_  
Authorized Representative

Countersigned:

By \_\_\_\_\_  
Secretary, Board of Trustees



## **EXHIBIT B**

### **NOTE PURCHASE AGREEMENT**

**THIS NOTE PURCHASE AGREEMENT**, dated as of the purchase date (the "Purchase Date") specified in the Pricing Confirmation Supplement attached hereto as Exhibit A (the "Pricing Supplement"), is entered into by and between the California Community College Financing Authority (the "Authority") and the community college district (the "District") named in the Pricing Supplement.

#### **WITNESSETH:**

**WHEREAS**, community college districts are authorized by Article 7.6, Chapter 4, Part 1, Division 2, Title 5 of the Government Code of the State of California (the "Act") to borrow money by the issuance of temporary notes;

**WHEREAS**, the District's board of trustees (the "Board") has adopted a resolution (the "Resolution") determining to borrow, solely for the purpose of anticipating taxes, income, revenue, cash receipts and other moneys to be received by the District during or attributable to its fiscal year 2005-2006, an aggregate principal amount not to exceed the Maximum Principal Amount (as defined in the Resolution) by the issuance by the District of a temporary note designated as the District's 2005 Tax and Revenue Anticipation Note (the "Note");

**WHEREAS**, the District has determined that it is in the best interests of the District to participate in the Community College League of California Cash Flow Financing Program (the "Program"), whereby participating community college districts (the "Participating Districts") will simultaneously issue tax and revenue anticipation notes for purchase by the Authority;

**WHEREAS**, as part of the Program, the Authority will issue its 2005 Tax and Revenue Anticipation Bonds (the "Bonds") pursuant to an Indenture (the "Indenture") between the Authority and Wells Fargo Bank, National Association (the "Trustee"), which Bonds will be secured by the 2005 tax and revenue anticipation notes of the Participating Districts;

**WHEREAS**, in order to participate in the Program, the District has agreed to be responsible for its share of the fees and expenses of the Trustee and the costs of issuing the Bonds, which anticipated fees, expenses and costs of issuance will be deducted from the purchase price set forth in the Pricing Supplement and which unanticipated fees, expenses and costs of issuance will be billed to the District as the same may arise; and

**WHEREAS**, the costs of issuance which will be deducted from the purchase price set forth in the Pricing Supplement shall not exceed one and one-half percent (1.5%) of the principal amount of the Note;

**NOW, THEREFORE**, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**Section 1. Purchase and Sale of the Note.** Upon the terms and conditions and in reliance upon the representations, warranties and agreements set forth herein, the Authority hereby

agrees to purchase from the District, and the District hereby agrees to sell to the Authority, the Note, as described herein and in the Resolution.

**Section 2. Purchase Price.** The purchase price of the Note shall be the purchase price set forth in the Pricing Supplement. The Note shall bear interest at the interest rate per annum set forth in the Pricing Supplement, which is hereby agreed to by and between the Authority and the District by its duly authorized representative executing this Purchase Agreement on behalf of the District.

**Section 3. Adjustments to Principal Amount of Note and Purchase Price.** The Authority and the District hereby agree that the principal amount of the Note shall be reduced, as determined by the Authority and the District, based upon the advice of Stradling Yocca Carlson & Rauth, a Professional Corporation ("Bond Counsel"), in order that the proceeds produced from the sale of the Note will be an amount which will not be subject to either (i) yield restriction (in order for interest to be excluded from gross income under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code")) or (ii) a rebate requirement (under Section 148 of the Code). The Authority and the District hereby further agree that the purchase price of the Note shall be reduced as a result of the reduction of the principal amount of the Note as may be agreed upon by the Authority and the District.

**Section 4. Delivery of and Payment for the Note.** The delivery of the Note (the "Closing") shall take place at 8:00 a.m., California time, on the closing date set forth in the Pricing Supplement or at such other time or date as may be mutually agreeable to the Participating Districts, the Authority and the Original Purchaser, at the San Francisco office of Stradling Yocca Carlson & Rauth, a Professional Corporation or such other place as the Participating Districts, the Authority and the Original Purchaser shall mutually agree. At the Closing, the District shall cause the Note to be delivered to the Authority, duly executed and authenticated, together with the other documents hereinafter mentioned, and the proceeds of the purchase price of the Note set forth in the Pricing Supplement shall be deposited in an amount indicated in the Pricing Supplement as the Deposit to Proceeds Fund which shall be held by the Trustee for the District in the amount attributable to the District under the Indenture and the remainder in the Costs of Issuance Fund held thereunder. The Note shall be made available to the Authority or the Original Purchaser for inspection at least 24 hours prior to the Closing.

If at any time prior to 90 days after the Closing Date, any event occurs as a result of which information relating to the District included in the official statement of the Authority related to the Bonds (the "Official Statement") contains an untrue statement of a material fact or omits to state any material fact necessary to make the statements therein in light of the circumstances under which they were made not misleading, the District shall promptly notify the Authority and the Original Purchaser thereof, and if, in the opinion of the Authority or the Original Purchaser, such event requires the preparation and publication of a supplement or amendment to the Official Statement the District shall cooperate with the Authority and the Original Purchaser in the preparation of an amendment or supplement to the Official Statement in a form and in a manner approved by the Authority and the Original Purchaser, and all reasonable expenses incurred thereby shall be paid by the Original Purchaser.

**Section 5. The Note.** The Note shall be issued in registered form, without coupons, in the principal amount set forth in the Pricing Supplement.



**Section 6. Representations and Warranties of the District.** The District represents and warrants to the Authority and the Original Purchaser that:

(a) All representations and warranties set forth in the Resolution are true and correct on the date hereof and are made for the benefit of the Authority and the Original Purchaser as if set forth herein.

(b) A copy of the Resolution has been delivered to the Authority, and the Resolution will not be amended or repealed without the consent of the Authority, which consent will not be unreasonably withheld.

**Section 7. Conditions Precedent to the Closing.** Conditions precedent to the Closing are as follows:

(a) The execution and delivery of the Note consistent with the Resolution.

(b) Delivery of each certificate, document, instrument and opinion required by the Contract of Purchase related to the Bonds.

(c) Delivery of such other certificates, instruments or opinions as Bond Counsel may deem necessary or desirable to evidence the due authorization, execution and delivery of documents pertaining to this transaction, the legal, valid and binding nature thereof, and compliance of all parties with the terms and conditions thereof.

(d) Delivery of a legal opinion addressed to the District (with a reliance letter to the Authority and the Credit Provider), dated the date of Closing, of counsel to the District with respect to the validity of the Note, in form and substance acceptable to the Authority.

**Section 8. Events Permitting the Authority to Terminate.** The Authority may terminate its obligation to purchase the Note at any time before the Closing if any of the following occurs:

(a) Any legislative, executive or regulatory action (including the introduction of legislation) or any court decision which, in the judgment of the Authority, casts sufficient doubt on the legality of the Note or the tax-exempt status of interest on obligations such as the Bonds, so as to impair materially the marketability or to reduce materially the market price of such obligations;

(b) Any action by the Securities and Exchange Commission or a court which would require registration of the Note, the Bonds or any instrument securing the Note or Bonds under the Securities Act of 1933, as amended, in connection with the public offering thereof, or qualification of the Resolution or the Indenture under the Trust Indenture Act of 1939, as amended;

(c) Any restriction on trading in securities, or any banking moratorium, or the inception or escalation of any war or major military hostilities which, in the judgment of the Authority, substantially impairs the ability of the Original Purchaser to market the Bonds; or

(d) The Original Purchaser terminates its obligation to purchase the Bonds pursuant to the terms of the Contract of Purchase related to the Bonds.

Neither the Original Purchaser nor the Authority shall be responsible for the payment of any fees, costs or expenses of the issuance, offering and sale of the District's Note except that the Original Purchaser shall be responsible for California Debt and Investment Advisory Commission fees and for its own internal costs. The fees, costs and expenses that are categorized in the "Costs of Issuance" definition in the Indenture shall be paid from the Costs of Issuance Fund. The District shall pay any additional costs attributable to it as set forth in the Indenture other than the fees, costs and expenses so payable from the Costs of Issuance Fund.

**Section 9. Limited Liability.** Notwithstanding anything to the contrary contained herein or in the Note or in any other document mentioned herein or related to the Note or to the Bonds, the District shall not have any liability hereunder or by reason hereof or in connection herewith or with the transactions contemplated hereby except to the extent payable from moneys available therefor as set forth in Section 8 of the Resolution.

**Section 10. No Assignment.** The Purchase Agreement has been made by the District and the Authority, and no person other than the District and the Authority or their successors or assigns shall acquire or have any right under or by virtue of the Purchase Agreement. All of the representations, warranties and agreements contained in the Purchase Agreement shall survive the delivery of and payment by the Authority for the Note and any termination of the Purchase Agreement.

**Section 11. Applicable Law.** The Purchase Agreement shall be interpreted, governed and enforced in accordance with the laws of the State of California.

**Section 12. Effectiveness.** The Purchase Agreement shall become effective upon the execution hereof by the Authority and execution of the Pricing Supplement by the District, and the Purchase Agreement, including the Pricing Supplement, shall be valid, binding and enforceable from and after the time of such effectiveness.

**Section 13. Severability.** In the event any provision of the Purchase Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

**Section 14. Headings.** Any headings preceding the text of several sections hereof shall be solely for convenience of reference and shall not constitute a part of this Agreement, nor shall they affect its meaning, construction or effect.

**Section 15. Execution in Counterparts.** This Purchase Agreement may be executed and entered into in several counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

**IN WITNESS WHEREOF**, the parties hereto have caused this Purchase Agreement to be executed by their duly authorized representatives as of the Purchase Date. The District shall execute this Purchase Agreement by executing and delivering the Pricing Supplement.

**CALIFORNIA COMMUNITY COLLEGE  
FINANCING AUTHORITY**

By: \_\_\_\_\_  
Executive Director



THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF THE HISTORY OF ARTS  
AND ARCHITECTURE  
1100 SOUTH EAST ASIAN BUILDING  
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Exhibit A

Pricing Confirmation Supplement

**District:** \_\_\_\_\_

Pricing Information

Principal Amount of Note: \$ \_\_\_\_\_

Interest Rate on Note: \_\_\_\_\_ %

Re-Offering Yield: \_\_\_\_\_ %

Net Interest Cost: \_\_\_\_\_ %

Default Rate: \_\_\_\_\_ %

Purchase Price: \$ \_\_\_\_\_

Less: Costs of Issuance: \_\_\_\_\_ %

Deposit to Proceeds Account: \$ \_\_\_\_\_

Important Dates

Purchase Date: \_\_\_\_/\_\_\_\_/2005

Closing Date: \_\_\_\_/\_\_\_\_/2005

Maturity Date: \_\_\_\_/\_\_\_\_/2006

Interest Payment Date(s) \_\_\_\_/\_\_\_\_/2006  
\_\_\_\_/\_\_\_\_/2006

Principal Repayment Date: \_\_\_\_/\_\_\_\_/2006

First Pledge Month:  
Pledge Amount: \$ \_\_\_\_\_  
Pledge Percentage: \_\_\_\_\_ %

Second Pledge Month:  
Pledge Amount: \$ \_\_\_\_\_  
Pledge Percentage: \_\_\_\_\_ %

The undersigned (the "Authorized Representative") certifies that he or she has reviewed the Note Purchase Agreement (the "Purchase Agreement") to which this Pricing Confirmation Supplement (the "Pricing Supplement") is attached as Exhibit A. By execution of this Pricing Supplement, the District acknowledges, agrees and directs, as the case may be, as follows:

1. Capitalized terms not otherwise defined herein shall have the meanings ascribed thereto in the Purchase Agreement or, if not defined in the Purchase Agreement, in the Indenture.

2. The undersigned has been duly authorized by the Board to execute this Pricing Supplement and to take the other actions contemplated herein.

3. The representations, warranties and covenants set forth in Section 10 of the Resolution are true and correct on and as of the date hereof.

4. The information related to the District contained in the Preliminary Official Statement related to the Bonds, including the Appendices thereto, does not contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading.

5. The District agrees to provide the required Payment Account Deposit Certification (upon a request therefor) in accordance with the Indenture.

6. The District hereby directs the Trustee to transfer, at least five (5) Business Days (as defined in the Indenture) prior to an interest payment date, if appropriate, and the Note Maturity Date (as defined in the Indenture), the moneys in the Payment Account (if held by the Trustee) to the Bond Payment Fund (as defined in the Indenture).

IN WITNESS WHEREOF, the District has caused this Pricing Confirmation Supplement to be executed by its duly authorized representative as of the Purchase Date. By its execution and delivery of this Pricing Confirmation Supplement, the District agrees to and accepts the terms of the Purchase Agreement, including this Pricing Confirmation Supplement.

**SAN FRANCISCO COMMUNITY  
COLLEGE DISTRICT**

By: \_\_\_\_\_  
Authorized Representative







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005

**B3**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to reallocate funds available from the 2001**  
**General Obligation Bond Issue within existing eligible projects**  
**(Resolution No. 042805 – B3)**

## BACKGROUND INFORMATION:

At the March 24, 2005 Regular meeting, the College's Board of Trustees adopted Resolution No. 050324-B3, authorizing a contract with the joint venture of LMN/Tom Eliot Fisch Architects for the full range of services needed for the design of the "Community Performing, Cultural, & Media Arts Center". The resolution specifically authorized \$1 million for the joint venture to complete the programming and schematic design phases of this work. To ensure that adequate funds are available to pay for these services, the College needs to reallocate funds available from the 2001 General Obligation Bond Issue already approved by San Francisco voters. Specifically, \$800,000 currently unallocated due to savings on the cost of issuance as well as funds available from earned interest need to be reallocated to the "Community Performing, Cultural, & Media Arts Center" project to provide adequate funding for the design team to complete the planning phase of the project (see Attachment A). This would bring the total amount of funds available for the first portion of the design of the "Community Performing, Cultural, & Media Arts Center" to about \$1.3 million, including project management.

It should be noted that the College did not ask local voters in 2001 to approve the full amount the College was eligible for under State Proposition 39. The College's plan was and still is to maximize the amount of state funding available for capital projects and to return to the local taxpayers for a "Phase II" bond that would provide the remaining funds needed for capital projects, including the construction of the Performing Arts Center. The Performing Arts Center will then be funded with a combination of state funds and Phase II local bond funds.

This proposed reallocation of funds would not affect any other 2001 bond projects.

## RECOMMENDATION:

**RESOLVED:** That authorization is hereby given to reallocate \$800,000 currently unallocated due to savings on the cost of issuance as well as earned interest to the "Community Performing, Cultural, & Media Arts Center" project to provide adequate funding for the design team to complete the planning phase of the

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project funds available from the 2001 General Obligation Bond Issue within existing eligible projects as specified in the Attachment A:

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005

**B3a**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND**  
**Approval of Special Personnel Services with Development**  
**Institute**  
**(Resolution No. 050428-B3a)**

**NOTE:** *FY 2006 Contract not to exceed authorization \$225,000*

## BACKGROUND INFORMATION:

Development Institute, Inc. (DI) has been providing special services to the Chancellor and to various units of the City College of San Francisco since September 1998. In particular, the work of the principals of DI has been directed over the past seven years to some of the most critical areas of college development, of which the following key projects are examples: guidance for the development and implementation of the integrated planning and budgeting system, the development of the institutional indicators assessment process, and the updated strategic plan process; guidance, planning, and coordinating of multiple projects in Information Technology Services including the Campus Wide Network Infrastructure Project and other initiatives undertaken in ITS; the design and development of the enhanced self-study process as a joint venture between the Academic Senate and the Planning and Budgeting Council; support for the design and development of the 2006 self-study process for re-accreditation; the assessment of almost every major division and functional unit within the reorganized area of Student Development, including financial aid, counseling, testing/placement, etc, and leading to the development of initiatives for improvement and enhancement; active engagement in developing successful proposals for funding and aggressive identification of areas for cost savings and improved productivity; support for special assignments from the Chancellor and the Chancellor's Office; and working closely with staff members to develop their professional capacities to manage new initiatives.

## RATIONALE:

The Chancellor of City College, over many years as a chief executive officer, has relied upon the resources of DI, delegating major assignments to its two principals. At City College, this work is mission-critical for the management, growth, development,

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effectiveness and efficiency of the institution. The services of DI to the Chancellor are tied to the managerial and workload requirements which the institution demands of the Chancellor's office and which can best be met by supplementation of high-level managerial capability. The Chancellor has chosen through this supplementation to achieve developmental and performance improvement for the institution despite the scarcity of administrative personnel and without adding new senior-level positions in mission-critical areas. The "return" to the college from this approach is the amount of work done and its impact on effectiveness and efficiency relative to alternative means of providing such services. This service consistently produces superior, reliable results in performance of the work scope and the deliverables, including both results achieved and respect and trust earned for work performed under contract to the college.

#### **WORK SCOPE SUMMARY:**

The scope of work for the contract with DI will embrace services in several critical areas. The areas of responsibility are briefly summarized here:

- Providing strategic management for the technology effort at CCSF, including technology planning and development in all functional areas; the restructuring and modification of ITS policies and procedures; re-engineering and re-organization; planning and monitoring special initiatives (student development initiatives, web-site, privacy, and intellectual property); coordinating activities with technology governance groups (e.g. ITPC); and reviewing and negotiating contracts, as appropriate; ensuring the currency and success of an overall enterprise involving \$14 million of the annual operating budget and \$30 million of capital investment;
- Providing support and facilitation for purposes of continuing the planning and management process for current and planned bond projects in technology;
- Providing support oversight and facilitation for the college's re-engineering project in selected areas of Admissions/Records and Finance/Administration;
- Providing support for work processes improvements to achieve cost-effectiveness and efficiency in selected areas of the college, including undertaking a savings assessment effort;
- Providing support for fiscal affairs, including the audit preparation process; the use of Banner for fiscal budgeting, reporting, and management; and the transition in the position of Chief Financial Officer;
- Providing support and project leadership for the Vice Chancellor of Student Development to continue the development, renewal, and realignment of priorities and structures to improve the entire range of student services;
- Providing support for newly appointed Student Development leadership in a



transitional year;

- Providing support for the implementation of student support services in the area of basic skills;
- Providing coordination and support for the WASC self-study process, to be completed in 2006; and
- Continuing to provide support for a variety of special assignments upon request by and under the direct supervision of the Chancellor.

A detailed scope of work and contract will be prepared for 2005-2006 upon approval of the authorizing resolution by the Board of Trustees.

### **CORPORATE PROFILE:**

DI was established in 1980 primarily as a firm providing managerial consulting for institutions of higher education, including all areas of management – executive management, governance, academic and student development, technology, and institutional advancement. This firm has provided consulting services and offered seminars to more than 150 institutions. The co-founders, Dr. Denton Crews and Dr. Katherine German, have dedicated their careers to the mission of higher education. Prior to co-founding Development Institute, Dr. Crews was Dean and Professor of Management, Graduate School of Management, Lesley University, in Cambridge, Massachusetts. He began his career in 1959 on the faculty of the University of Maryland and subsequently served as field-work supervisor at Harvard Divinity School, executive director for a community action agency in Massachusetts, assistant to a community college president, and administrative assistant to a U.S. Congressman. He holds the bachelor's degree from Lipscomb University, the master's degree from the University of Maryland, and the doctorate from the University of Massachusetts. Dr. German has over thirty years of experience as an educator and management consultant. Her immediate former position was Vice President for Academic Affairs at Endicott College. Previously, she held the position of Assistant Dean for Academic Affairs at North Shore Community College, located in Beverly, Massachusetts, where she also served as Professor of English, Division Chairperson, and Director of the Developmental Education Center. She has also taught English at the undergraduate and graduate levels. Her degrees include: Ph.D., University of Illinois; C.A.S., Harvard University; M.Ed., Bowling Green State University; and B.A., Pennsylvania State University.

### **REVIEW OF WORK IN 2004-2005:**

The activities listed below represent a distillation of the major work performed during the past year as outlined in the scope of work and do not represent all the assignments and

tasks actually undertaken. Many of these projected activities comprised tasks and subtasks which were too numerous for inclusion, and the special requests made of the consultants for written research or writing were not incorporated into this report.

1. Support for *technology and telecommunications systems* development
  - Development of resolutions and materials for the Board of Trustees
  - Supported the Board of Trustees' Technology Committee chairperson and meetings preparation and implementation
  - Supported the shared-governance Information Technology Policy Council chairperson and meetings preparation and implementation
  - Assisted in technology leadership meetings for developing technology plans, project planning, and project monitoring
  - Assisted in defining and organizing of plans for student development initiatives in SCT-Banner system and related applications
  - Reviewing and planning of changes in organization of ITS staffing and contractual support
  - Supported the planning of bond-funded projects, allocation of resources, monitoring of progress, and reporting
  - Developed plans for initial integration of technology resources currently dispersed throughout the college
  - Assisted in management of unexpected issues (e.g. GroupWise email issue)
2. Implementation of *re-engineering projects* for business practices in student development and finance/administration areas
  - Development of priorities and process for execution in modifying and improving business practices
  - Implementation of re-engineering priorities in student development working with task forces in areas of credit-related and non-credit related student service operations
  - Organizing of groups and supporting the implementation of selected priorities
  - Development of a process for utilizing the Banner program as the basis for re-examining business practices and use of technology
3. Assistance in development of *alternative funding opportunities* for the college
  - Assistance in development of improvements for grants accounting and coordination processes
  - Assistance in development of proposals and funding strategies for the Congressional Earmark initiatives
4. Implementation of the *Enhanced Self-Study (ESS)* process.
  - Supported the implementation process for the 19 approved recommendations in conjunction with the faculty and staff working to increase student success.



- Monitored the review of the 12 additional recommendations continuing through the approval process in conjunction with members of the Shared Governance System.
  - Prepared reports on the project and the status of ESS recommendations and promulgated direct linkages between the ESS and the 2006 Self-Study, focusing directly on Standard IIB: Student Support Services and Theme Three: Dialogue.
5. Support for the Vice Chancellor of *Student Development* in the implementation of planning and enhancement activities for all major components of the Student Development Division.
- Facilitated the continuing implementation and evaluation of the divisional reorganization under the direction of the Vice Chancellor through surveys and focus groups, highlighting a plethora of improvements for students, counseling faculty, and staff, as well as the need to focus on campus counseling and the interdepartmental interfaces over the next year.
  - Assisted in improving procedures for the coordination and management of the Student Development Division with a particular focus on Educational Planning and Student Support Services in collaboration with the Vice Chancellor.
  - Identified critical issues in Student Development with a particular emphasis on technological developments and the A&R Re-engineering project for resolution and follow-up with recommendations in collaboration with the Vice Chancellor.
  - Facilitated the design and implementation of professional development programs relative to student learning outcomes, Divisional services featured in the Student Services Fair, Divisional advancements featured in the Student Services Showcase, and the Divisional role in the WASC Self-Study process while also supporting continued training within and across the departments and programs of Student Support Services.
  - Provided leadership for the development of the Student Support Services unit, chairing regular meetings of the Student Development Chairs and Directors and supporting their work within the departments and programs.
  - Continued to seek external funding to support the growth and development of the Division, generating applications to the Fund for Postsecondary Education and the San Francisco Foundation.
6. Implementation of the *student success program* in the Student Development Division.
- Reviewed institutional reports and plans addressing issues relative to student achievement, persistence, and completion with a particular focus on the basic skills and at-risk students.
  - Supported the identification of major areas for improvement within the educational program, particularly as related to the needs of underprepared and at-risk students, in conjunction with the Student Support Services Chairs and Directors.

- Provided individual technical assistance to Student Support Services Chairs and Directors in the redesign and restructuring of selected components of the educational program to ensure quality improvement.
- Monitored, supported, and assessed the progress and impact of the City College Title III project, meeting with the Title III leadership team on a regular basis, assisting with the implementation process, and providing linkages among organizational initiatives and the project to maximize impact.
- Prepared composite reports on Divisional initiatives related to student success for inclusion in the 2006 self-study process.

7. Support and execution for *special assignments*

- Review and response to audit report for accounting/finance and technology
- Support for the management and coordination of the numerous activities for the National Articulation and Transfer Network
- Assistance in numerous writing projects, as directed by the Chancellor (e.g. reports, assessments, communications, etc.)

**RECOMMENDATION:**

RESOLVED: That the Chancellor, Vice Chancellor for Finance and Operations, and/or their designee are hereby authorized to contract with Development Institute, Inc., to provide consultation and special services to be defined by formal work scope for a period from July 1, 2005, through June 30, 2006, at a total contract cost not to exceed \$225,000, renewable for one additional year.

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## REQUIRES UNANIMOUS VOTE OF THE BOARD REQUEST ROLL CALL VOTE

**DATE:** April 28, 2005

**B4**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**

**Authorization to approve a construction change order(s) to Alpha Restoration & Waterproofing, Inc. which causes the total of all change orders to exceed 10% of the original contract price Science Hall Window Replacement  
(Resolution No. 050428 – B4)**

### BACKGROUND INFORMATION:

**Project:** Science Hall Window Replacement

The Board of Trustees, on February 27, 2003 (Resolution 030227-B5), authorized the District to enter into a contract with Alpha Restoration & Waterproofing, Inc. (Contractor) in the amount of \$2,498,000 to remove existing windows and frames and install new windows and frames. Additionally at that time, the Board authorized the execution of construction change orders in accordance with Public Code 20659 provided that such change orders amounted to no more than a 10% variation from the original contract amount.

To date, the District has approved three change orders to the contract. Additional work was required in conjunction with the project which included:

- Old roof coping with new aluminum material
- Relocation of miscellaneous electrical conduits
- Repairing damaged window anchoring systems in several rooms
- Provide additional anchoring systems to accommodate seismic requirements in existing wall
- Replace eroded existing sill support anchors
- Re-grout East atrium
- Replace damaged sills
- Repair miscellaneous unforeseen wall conditions

After extensive negotiations, District staff proposes a fourth and final change order be issued to the Contractor. The issuing of this change order causes the total of all change orders on the project to exceed 11.6 % of the original contract amount.

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California case law, including *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631, states that there are circumstances under which competitive bidding for additional construction work would not be in the public interest and would not be advantageous to the Project: "Where competitive proposals work an incongruity and are unavailing as affecting the final result, or where competitive proposals do not produce any advantage, or where it is practically impossible to obtain what is required and observe such form, competitive bidding is not applicable."

**SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_; No  X ; if yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

*(A negative response indicates that a review is not necessary)*

**RECOMMENDATION:**

RESOLVED: In consideration of such facts the Board finds that it would be contrary to the purposes of the competitive bidding laws to advertise and take competitive bids for the work which is the subject of the proposed Change Order. That issuing the proposed Change Order would not constitute an act of favoritism, improvidence or extravagance, fraud or corruption. Issuing the proposed Change Order would prevent the waste of public funds and obtain the best economic result for the public, and

RESOLVED: That authorization is hereby given to execute the Change Order in the amount of \$77,917.47 to increase the contract to \$2,795,790.06, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
W/ James Blomquist



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 28, 2005

B5

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: CAPITAL OUTLAY

Annual Adoption of a summation of the District's proposed Five-Year Construction Plan to be submitted to the State Chancellor's Office for review and approval. (Resolution No. 050428-B5)

## BACKGROUND INFORMATION:

Project: *Five-Year Construction Plan Priority List*

Each year the District submits an annual "Five Year Capital Outlay Construction Plan" to the State Chancellor's Office. When combined with Initial Project Proposals (IPP), and Final Project Proposals (FPP), these documents represent the District's initial step in pursuit of state funding for capital outlay projects. Attachment A is a summary of the District's proposed 2007-2011 Five-Year Construction Plan recommended for submittal to the State Chancellor's Office for review and approval prior to the June 1, 2005 deadline. Attachment A also includes the prioritization submitted to the State Chancellor's Office one year ago. Attachment B provides a brief description of each of the projects. As always, projects already approved for funding by the state are placed at the top of the list to ensure that future stages of funding for such projects are not jeopardized.

The priority order of the projects listed on Attachment A has been reviewed and approved by both the Facilities Review Committee on November 17, 2004 as well as the Chancellor as part of the shared governance process.

This item first appeared as a for information only item at the March 10, 2005 Board of Trustee's meeting.

## SHARED GOVERNANCE REVIEW:

Yes  X ; No  ; if yes, which committee:  Facilities Review Committee   
Date of Review:  November 17, 2004

## RECOMMENDATION:

RESOLVED: That the Board of Trustees hereby adopts the summation of the District's proposed Five-Year Construction Plan shown on Attachment A to the State Chancellor's Office for review and approval, and

04/28/2005 – B5 page 1

### BOARD OF TRUSTEES

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FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Peter Goldstein  
w/ James Blomquist



**Attachment A**  
**Five-Year Capital Outlay Construction Plan for 2006**

<b>District order of priority for proposed projects</b>				
<b>Priority 2007</b>	<b>Priority 2006</b>	<b>Project Name</b>	<b>Project Type</b>	<b>Current Status</b>
1	1	Mission Campus	New Facilities	Construction Documents in progress
2	2	Chinatown/North Beach Campus	New Facilities	Construction Documents in progress
3	3	Community Health & Wellness Center; Student Health Center & Classrooms; Child Development Center	New Facilities	Construction Documents in progress
4	4	Seismic Upgrade and Remodel of John Adams Campus	Renovation	Preliminary Plans in progress
5	5	District-wide ADA Barrier Removal	Infrastructure	Study under way
6	6	Academic Joint Use Facility	New Facilities	RFQ to select architect in progress
7	n/a	Balboa Reservoir Infrastructure	Infrastructure	Study under way
8	7	Classrooms/Lab Complex For Theater, Music, Visual & Media Arts Programs	New Facilities	Approved
9	8	Performing Arts Complex	New Facilities	Preparing FPP for Phase II submittal 6/1/05
10	9	Seismic Upgrade and Remodel of Alemany Campus	Renovation	IPP
11	10	Remodel Science Building	Renovation	IPP
12	n/a	Parking Structure	New Facilities	Study under way
13	12	Center for Pan American Unity	Renovation/ New Facilities	IPP

<b>14</b>	<b>14</b>	<b>Student Development Center (Student Services)</b>	<b>Renovation/ New Facilities</b>	<b>Study under way</b>
<b>15</b>	<b>n/a</b>	<b>Administrative Services Building</b>	<b>New Facilities</b>	<b>Study under way</b>
<b>16</b>	<b>19</b>	<b>Property Development (Greenhouses)</b>	<b>New Facilities</b>	<b>Bidding demolition of greenhouses</b>
<b>17</b>	<b>17</b>	<b>Cloud Hall Phase 2 Alterations</b>	<b>Renovation</b>	<b>IPP</b>
<b>18</b>	<b>11</b>	<b>Downtown Campus Phase 2 Alterations</b>	<b>Renovation</b>	<b>IPP</b>
<b>19</b>	<b>13</b>	<b>Arts Building Phase 2 Alterations</b>	<b>Renovation</b>	<b>IPP</b>
<b>20</b>	<b>15</b>	<b>Technology Learning Center</b>	<b>Renovation</b>	<b>IPP</b>
<b>21</b>	<b>16</b>	<b>Evans Campus Phase 2 Alterations</b>	<b>Renovation</b>	<b>IPP</b>
<b>22</b>	<b>18</b>	<b>Energy Conservation</b>	<b>Renovation</b>	<b>IPP</b>

## **ATTACHMENT B**

### **FIVE-YEAR CONSTRUCTION PLAN PRIORITY LIST**

#### **1. Mission Campus**

This project will provide a building renovation, building addition and new building for a total of approximately 200,000 GSF to house the Mission Campus of City College of San Francisco. The Mission Campus is currently housed in a sub-standard leased school building that was built in 1939 and is significantly deteriorated, lacks adequate instructional space and may present several health and safety problems. This project renovates the existing building and adds additional facilities.

#### **2. Chinatown/North Beach Campus**

This project will provide a new building for a total of approximately 170,000 GSF to house the Chinatown / North Beach Campus of City College of San Francisco. The Chinatown / North Beach Campus is currently housed in a sub-standard leased grammar school that was built in 1911, lacks adequate instructional space, is significantly deteriorated and may present several health and safety problems.

#### **3. Community Health & Wellness Center; Student Health Center & Classrooms; Child Development Center**

This project will entirely replace the two existing 60-year-old gymnasiums on the Ocean Avenue Campus. The new facility will provide a building of up to 150,000 GSF and will provide program space for physical education classes, team sports, a computerized fitness center, water sports, dance, aerobics, racquetball, student health services, and other activities. The building will include all of the following:

- Main and Secondary Gymnasium with Lobby and Ticket Office
- Locker and Shower Rooms
- Dance Classrooms and Performance Room with Changing Rooms and Offices
- Swimming Pool with Locker Rooms
- Lecture Hall and Classrooms with instructional preparation area
- Aerobics/Exercise Rooms
- Multi-Purpose Rooms
- Yoga Room
- Fitness Center
- Martial Arts Room
- Training Room
- Dance Technique & Performance Rooms
- Faculty and Administrative Offices
- Staff Locker Rooms and Lounge
- Classrooms

In addition this project replaces the existing student health center with a new two story 22,000 GSF building that will also provide 10 new classrooms on the second story. A new child development center (CDC) of 11,000 GSF will be constructed to replace the existing CDC.



The intent of the District is to keep the existing PE facilities, student health center and child development center fully functional during the construction of the new facilities.

#### **4. Seismic Upgrade and Remodel of John Adams Campus**

This building was originally constructed in 1911; the Community College District acquired it in the 1970's. The building had a Field Act seismic upgrade in 1934. Very few other improvements have been made to the building until two years ago when the Orfalea Family Center was remodeled. The building is in severe disrepair and has significant seismic hazards.

This project will repair, remodel, and seismically upgrade the building for at least 40 more years of use. Some of the major areas of work are:

- Remove and rebuild the brick on the south and west facades.
- Secure all unreinforced masonry to the building structure.
- Provide additional seismic walls.
- Replace all the windows.
- Replace all the floors.
- Replace the boiler and its entire distribution system.
- Upgrade the electrical systems.
- Repaint the entire building.

#### **5. District-wide ADA Barrier Removal**

City College's master plan and 5-year plan requires equal access to the educational programs and services of the District for students. The Ocean Avenue Campus has been renovated to provide a high degree of accessibility for disabled persons.

#### **6. Academic Joint Use Facility**

Establishing a new joint use facility where faculty from both SFSU and CCSF could be co-located; courses taught; and support services provided would effectively create a new model for collaboration and instruction that has never been tried before in the state. Students could earn their Associate of Arts Degree, complete their General Education requirements, and then step-up into "upper-division" enrollment leading to degree completion. Structured parking will be included to replace displaced parking capacity by the new building footprint.

#### **7. Balboa Reservoir Infrastructure/Parking Structure**

This project includes the costs of replacing the parking displaced by the construction of the Performing Arts classroom/lab complex. The College proposes to bring utilities into the east basin and to provide space for approximately the same number of cars that currently park in the reservoir. The project will include the infrastructure work necessary to prepare the site for future development. The college has conducted a comprehensive environmental impact study to evaluate both the reconfiguration of the reservoir as well as any structures that would be built on the site. The Board approved the EIR on June 10, 2004.



## **8. Classrooms/Lab Complex for Theater, Music, Visual & Media Arts Programs**

This project proposes the new construction of approximately 100,000 GSF. City College's performing and media arts departments are currently housed in areas that are substandard and over-crowded. The proposed complex would include classrooms and laboratory performing arts auditorium, public amenities, a rehearsal hall and reception area, ensemble rooms, an archive/library facility, a media center (listening lab), practice-rooms, media performance laboratories and classrooms. The completion of the complex would facilitate the removal of aging decrepit bungalows. The proposed project would also provide meeting and auditorium space for the entire college as well as the community. This facility would house the Film, Music, and Theater Arts Departments as well as some programs from the Broadcast Electronic Media Arts Department, and the Dance and Multimedia programs, including desperately needed expansion space. The proposed site for the complex is the east reservoir basin.

## **9. Performing Arts Center**

This project proposes the new construction of approximately 75,000 GSF. The existing 320 seat theatre at City College is over 40 years old and is too small for a campus of 30,000 plus students. The theatre is grossly inadequate. It is located in an area that is difficult to find with no sense of presence for the general community who might otherwise attend performances and events. Major parking facilities are located substantial distances from the theatre. The existing theatre's design limits the lighting, sound and presentation functions. The stage floor is inappropriate to dance and the acoustics cannot support most music performances. The size of the stage and lack of wing space severely limits productions. The lobby cannot accommodate the audiences and creates some serious egress issues before, during, and after performances. There are no rehearsal spaces, rooms to adequately accommodate acting classes or classrooms to support instruction in technical theatre and related technologies.

City College's performing and media arts departments are currently housed in areas that are substandard and over-crowded. The proposed complex would include a performing arts auditorium, parking and public amenities, a rehearsal hall and reception area, ensemble rooms, and offices. The completion of the complex would facilitate the removal of aging decrepit bungalows. The proposed project would also provide meeting and auditorium space for the entire college as well as the community. This facility would house the Film, Music, and Theater Arts Departments as well as some programs from the Broadcast Electronic Media Arts Department, and the Dance and Multimedia programs, including desperately needed expansion space. The proposed site for the complex is the east reservoir basin.

## **10. Seismic Upgrade and Remodel of Alemany Campus**

This remodeling project of the three-story Alemany Campus building, built in 1911, would eliminate health and safety issues and modernize the facility.

The Remodel Alemany Campus project scope includes three major areas:

**Building structural integrity:** strengthen the building parapet structure, seismic retrofit work, and compliance with current building codes.

**Fire and life safety:** upgrading fire protection including the fire alarm system, and installation of electrical and communication outlets to reduce hazards.

**Building renovation:** replace roof, renovate all rooms, improve signage and other building site improvements.

## **11. Remodel Science Building**

Science Hall was built in 1940 and is the largest classroom building on campus. This building has had minimal renovation done to it in its 60-year history. Its learning environment is sub-standard and presents health and safety conditions, which need to be corrected.

The Remodel Science Hall project scope includes two major areas:

**Building renovation:** repainting all areas, renovate all rooms, improve signage and other building site improvements.

**Building Infrastructure:** lighting modernization; upgrade the mechanical system.

## **12. Parking Structure**

This project provides a parking garage on the east side of the Ocean Avenue Campus. (Location of existing gymnasiums) The addition of a multi-story parking garage is discussed in the Facilities Master Plan and will be necessary to accommodate the anticipated future growth in parking demands.

## **13. Center for Pan American Unity**

Located at the site of the Diego Rivera Theater, this Center will serve as an international resource and forum for Pan American and public art studies. The multi-use main gallery will accommodate moderately sized public functions, with daily public viewing of the Rivera mural in the "Mural Room" which will be planned with a balcony for viewing at an elevated position, and situated so a passerby can see the mural through large glass windows from Judson Avenue. The gallery will be part of a College-wide expansion of exhibit and gallery spaces.

The project would also remodel the existing Creative Arts north wing into four standard size classrooms, renovate a choral room as a lecture room, library/archive room with office space, a computer room for web based data and archives research, a conference room, and create a kitchen facility directly adjacent to the mural room for catering events.

## **14. Student Development Complex (Student Services)**

The Student Union, Conlan Hall & Smith Statler Buildings can no longer serve students effectively and efficiently. A new student development and services facility is needed to meet the increasing demand for student development services. Student services are currently located throughout the Ocean Avenue Campus requiring students to make multiple stops to meet registration, testing, counseling, financial aid, career development, and other support services. An important goal of the facility is to provide clear direction to students on how to reach their educational and career goals for the job market.

The scope of the Student Development Complex as currently proposed in the Master Plan consists of new additional counseling offices and renovation work in three major areas of the existing buildings.

Ultimately, the Student Development Complex will consist of approximately 200,000 GSF.

**Fire and life safety:** upgrading fire protection including the fire alarm system, upgrade electrical services.



**Building renovation:** replace roof, renovate all rooms, and other building site improvements.

**Building Infrastructure:** electrical systems upgrades, lighting modernization; upgrades to the HVAC system.

In addition to the renovations above, new facilities additions or structures are proposed that would allow student services currently located throughout the Ocean Avenue Campus to be collectively located.

The Remodel of the Culinary Arts facilities project scope includes the following:

**Renovate the main kitchen, bakeshop and meat laboratory** to make the three areas more efficient and more conducive to teaching and learning.

**Remodel SW14** to provide an updated and adequate lecture/demonstration classroom for our students and faculty and guest lecturers.

**Create a new “Foods” laboratory** to teach the continuing education, credit consumer foods, and credit specialty foods classes. Currently, there is no adequate kitchen/lab.

**Renovate and upgrade customer service areas (including the Pierre Coste Dining Room, City Room cafeteria and Taste Buds restaurant) to comply with local, state and federal statutes, improve efficiency, reduce theft and improve safety.** All three food outlets have significant deficiencies that require attention.

#### **15. Administrative Services Building**

This facility, as described in the Facilities master Plan, would allow for District administrative functions to be located in a new building. This includes administrative functions currently located at 33 Gough Street.

#### **16. Property Acquisition (Greenhouses)**

The District is in the process of acquiring a parcel of land that is adjacent to the northeast side of the Ocean Avenue Campus. The College intends to temporarily add 14 modular classroom buildings and restroom facilities on this site. The temporary facilities will minimize the impact on class offerings that will result from the construction of other bond funded projects. By adding these units and by making some adjustments to the schedule of classes the College would seek to ensure that its total class offerings remained stable. When other bond funded facilities are constructed and complete and the temporary units are removed, the parcel will be re-landscaped or developed into a new practice field for the college’s physical education program.

#### **17. Cloud Hall – Phase 2 Alterations**

The renovation of the third and fourth floors of Cloud Hall was completed in 2000. This project provides for the renovation of the first and second floors to improve the delivery of education to the large numbers of students that attend classes in this facility.

**Building Remodeling** – This project would completely renovate all rooms on the first two floors of the building. The work would include electrical systems upgrades, lighting modernization; major modifications to the HVAC system, upgrades to fire protection including the fire alarm system; upgrades to the rest rooms; and replacement of floor coverings, painting, repair of ceilings, and weatherproofing the building exterior.

## **18. Downtown Campus – Phase 2 Alterations**

This project provides for the renovation of the Downtown Campus building to allow the District to more effectively deliver education to the students that attend this facility. The project includes renovation of classrooms and teaching labs to meet demand for courses. This work is in addition to the work currently under design or construction at the Campus.

Teleconferencing capabilities

Building repair including roof repair/replacement and electrical systems upgrades

Interior improvements including painting, carpeting, new window blinds and replacement of existing ceiling tile.

## **19. Arts Buildings – Phase 2 Alterations**

These buildings are in the Arts Complex. **Arts Extension** – constructed in 1972; **Creative arts** – constructed in 1961; and **Visual Arts** – constructed in 1970, are the centers for the College's Liberal Arts programs. These buildings have suffered from exposure to severe wind and corrosive salt air; the learning environment is sub-standard and present health and safety conditions that need to be corrected.

The Remodel of the Arts Buildings project scope consists of three buildings and includes four major areas of improvement:

**Fire and life safety:** upgrading fire protection including the fire alarm system, upgrade electrical services to reduce hazards in labs and classrooms.

**Building renovation:** replace roofs, renovate all rooms, and other building site improvements.

**Building Infrastructure:** electrical systems upgrades, lighting modernization; major modifications to the HVAC.

## **20. Technology Learning Center**

This project will provide a building of up to 50,000 GSF to will replace classrooms and labs that are currently located in inadequate learning environments, and will allow for future growth. The new facility will be a state of the art high-tech learning environment for students and will provide the faculty an opportunity to deliver educational technology in a conducive learning environment.

## **21. Evans Campus – Phase 2 Alterations**



The Evans Campus is the primary location of the College's vocational education programs. These programs provide critically needed job skills training for underemployed people in San Francisco. Current programs include training for construction trades, automotive repair, and custodial work. While the facility is in good condition, now that the College owns the site it is obligated to immediately address seismic and other code related issues to meet State Architect standards. The College completed a seismic improvement project through the use of local bond funds. The state funded work would be for additional improvements to the Campus. The Welding Program has been relocated from Science Hall to consolidate construction trade training. This frees up space in Science Hall to accommodate the expanding Biotech curriculum.

## **22. Energy Conservation**

Proposed district-wide projects center around energy efficiency upgrades that involve the installation of district-wide computerized lighting & HVAC management systems, the use of supplemental solar energy systems, erection of photovoltaic site and interior lighting systems and the possible installation of wind generation turbines to supplement the electric demands of the existing District owned buildings. The components within this request cover the full range of physical needs at all District-owned campuses. All new projects are being designed within the parameters of sustainability as defined by the U.S. Green Building Council.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005

**B6**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award Construction Manager at Risk Contract –**  
**Wellness Center Building, Student Health Center Building, and Child**  
**Development Center Building Projects \$ \_\_\_\_\_**  
**(Resolution No. 050428-B6 )**

## BACKGROUND INFORMATION:

The New Wellness Center, Student Health Center Building, and Child Development Center Building Projects consist of new construction of three buildings on separate sites on the Ocean Avenue Campus. The Wellness Center is a new 157,000 square foot, three-story building consisting of a gymnasium, 12 lane, 25 yard indoor lap pool, lecture hall, fitness center, training rooms, lobby, offices, and classrooms. The Student Health Center is a new 21,000 square foot, two story building consisting of a clinic on the first floor and general classrooms on the second floor. The Child Development Center is a new 11,000 square foot teaching facility that includes offices, kitchen, classrooms, and exterior courtyards. The work of this contract for Construction Manager at Risk, Phase 1 - Preconstruction Services and Phase 2 - Construction, will be funded by 2001 Proposition A General Obligation Bond funds; Funds 433004, 434006 and 434007.

Construction Management (CM) at Risk allows the District greater control over the quality of the project while fulfilling the competitive bidding requirements of Public Contract Code. This approach also maximizes opportunities for SBE firm participation. By contracting with the CM at Risk during the final stages of design, the District has the opportunity to improve the documents, complete value engineering and package the subcontracts to maximize the use of SBE firms.

The District advertised its Request for Qualifications on 2/10/05 and 2/17/05. The Request for Qualifications was posted in the "Bids and Contracts" database on the Office of Contract Administration, Purchasing Division's web page and in the City's weekly newsletter to maximize competition and further the good faith efforts to increase business opportunities for SBE's. The Request for Qualifications was sent to sixteen builder's exchanges and associations.

A mandatory pre-qualification conference was held at the Rosenberg Library at the Ocean Avenue Campus on February 25, 2005. Nine firms were represented at the conference.

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

Statements of qualifications were due on March 4, 2005. Six firms submitted statements of qualifications:

Cahill Contractors, Inc.  
Hunt Construction Group  
McCarthy Building Companies, Inc.  
Swinerton Inc.  
Thompson Pacific  
Turner Construction

Based on review of technical proposals, interviews and references checks, three firms prequalified. All three firms have depth of experience in California both in preconstruction and construction phases and with CM at Risk delivery. All firms have experience with achieving SBE goals.

Cahill Contractors, Inc.  
Hunt Construction Group  
McCarthy Building Companies, Inc.

Pursuant to Public Contract Code competitive bidding requirements, on March 22, 2005 and March 29, 2005, the District advertised for the Wellness Center Building, Student Health Center Building, and Child Development Center Building Project CM at Risk Proposals including General Conditions and Fee. On April 22, 2005, cost proposals were received and publicly opened from \_\_\_\_\_. All the proposals were deemed responsive. \_\_\_\_\_ was the low bidder for Fee and General Conditions. Staff has verified appropriate licenses to perform the work and compliance with all other requirements to contract with this firm, per the public contract code. The contractor will submit the required performance and payment bonds prior to commencing Phase 2 Construction. Staff is recommending award of the Construction Manager at Risk contract to \_\_\_\_\_.

The maximum anticipated contract amount has been published as \$59,000,000. It is anticipated that upon award of contract the CM at Risk will develop an estimate and identify value engineering alternatives. Prior to issuing a Notice to Proceed for Phase 2 of the Construction Manager at Risk contract, staff will recommend a maximum anticipated cost to the Board of Trustees for approval.

#### **SMALL BUSINESS ENTERPRISE (SBE) PARTICIPATION:**

The SBE participation goal for this project is 25%. Once the scope of each Bid Package is established by the District working with the construction manager and Mason Tillman Associates, an appropriate SBE goal for each package will be recommended. Each goal will be established based on the database of SBE firms who have completed work for the District and the construction manager. It is anticipated that the goal for each package will vary. However, every effort will be made to meet the 25% participation goal.



**SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_; No  X ; if yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

**RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given to contract with \_\_\_\_\_ as Construction Manager at Risk for the Wellness Center Building, Student Health Center Building, and Child Development Center Building Project, in an amount Not to Exceed \$\_\_\_\_\_. Phase 1 Preconstruction Services shall be completed for \$\_\_\_\_\_ and Phase 2 Construction for an amount not to exceed \$\_\_\_\_\_. The scope of actual construction work (each sub-contractor) will be competitively bid and added to the CM at Risk contract by change order.

**FURTHER BE IT RESOLVED:** That the goal of the Facilities Planning & Construction Office is to complete this project on schedule and at the lowest possible cost to the District, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor for Finance and Administration and/or their designee are hereby authorized to execute change orders adjusting the General Conditions and Fee in accordance with Public Contract Code 20659, provided that such changes total no more than 10% of the original cost proposal. Such changes may therefore add to, or deduct from the contract amount, \$\_\_\_\_\_, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor for Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
CHICAGO, ILLINOIS 60637

TO THE EDITOR:  
I am writing to you regarding the article published in your journal on the synthesis of new polymers. The article is very interesting and I am looking forward to reading it. I am sure that the results will be very valuable to the field of polymer chemistry.

I am also interested in the work of your group on the synthesis of new polymers. I am sure that your work will be very valuable to the field of polymer chemistry. I am looking forward to reading your work.

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** April 28, 2005

**B7**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award Professional Services Contract**  
**for New Chinatown/North Beach Campus Supplement**  
**EIR –EIP Associates total contract cost not to exceed**  
**\$128,870**  
**(Resolution No. 050428-B7)**

## BACKGROUND INFORMATION:

As required by the California Environmental Quality Act (CEQA), the New Chinatown/North Beach Campus Project went through an environmental review process commencing in 1997. During that process, potential impacts of the project on the environment were analyzed and an Environmental Impact Report was prepared by the District's consultant EIP Associates. In 1998 the District certified an environmental impact report (EIR) and approved development of the New Chinatown/North Beach Campus. It is now necessary to prepare an addendum to complete the CEQA analyses for the New Chinatown/North Beach Campus supplemental EIR for the proposed building to be located at a new site on Lots 5, 9 and 10 of San Francisco City Block No. 195.

Through the environmental review process, the public will again be invited to comment on the content of the document and potential impacts of the project on the environment. The consultant will assist the District with informing neighbors and property-owners of the environmental review conducted for the New Chinatown/North Beach Campus, the potential impacts of construction and the mitigations identified in the EIR.

This resolution is an authorization to award a contract directly to EIP Associates to provide supplemental professional services for this project. EIP Associates was selected under a competitive process at commencement of project planning and, due to their history on the project, are best suited for this scope of work, which is essentially a continuation of their previous service. This contract will be paid with funds from Proposition A 2001 General Obligation Bonds.

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

**RECOMMENDATION:**

**RESOLVED:** That authorization be given for approval to contract with EIP Associates for a total contract cost not to exceed \$128,870 for the period March 28, 2005 through March 2006, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist



**DATE:** April 28, 2005

**TO:** Board of Trustees

**FROM:** Dr. Philip Day, Jr., Chancellor

**SUBJECT:** **CAPITAL OUTLAY** **\$148,000**  
 Authorization for one (1) Contract Modification totaling -  
 for Special Services Contracts and Construction Contracts  
 (Resolution No. - 050428-B8)

ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CURRENT CONTRACT AMOUNT	CM #	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS	Project Budget	Total Project Funds Committed With This Action
A 010118 - B5 Construction / Project Management Services	Don Todd Associates Inc.	\$1,155,000	6	\$148,000	\$1,303,000	Extension of Contract to May 31, 2005 to complete the following projects: John Adams Campus Gymnasium Remodel and Ocean Avenue Campus Student Union Renovation.	\$1,412,440, Construction / Project Management budget only	\$1,303,000

**RECOMMENDATION:**

RESOLVED: That the Board authorizes the specified modifications to the resolutions as indicated in the table, and

FURTHER BE IT RESOLVED: All of the contract modifications contained in this resolution comply with Public Contract Code Section 20659, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
 w/ James Blomquist





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**B9**

**Subject: CAPITAL OUTLAY**  
**Authorization to Award contracts for -**  
**Environmental Consultant/Industrial Hygienist Services:**  
**SCA Environmental; RGA Environmental; and**  
**Millennium Consulting Associates, total contract cost**  
**not to exceed \$450,000**  
**(Resolution No. 050428-B9)**

## BACKGROUND INFORMATION:

The District used a comprehensive outreach effort to encourage prospective Environmental Consultant/Industrial Hygienist firms to respond to the "Request for Qualifications" for the Environmental Consultant/Industrial Hygienist Services on an As-needed Basis. Environmental Consultant/Industrial Hygienist services are provided for hazardous material survey, testing, report, construction specification writing and monitoring to comply with State, Federal, and Local laws and hazardous material requirement for abatement, handling, and disposal activities. It is anticipated that firms selected for this work will provide such services for existing facility renovations, new buildings and scheduled maintenance. Staff intends to establish a pool of four (4) firms that will be assigned work as construction and maintenance projects become available. Preliminary budgets for construction projects have been established. However, additional analysis of the projects is needed to determine the final budget. The total expenditure is not expected to exceed \$450,000 over a three-year period.

These contracts will be funded by the 2001 Proposition A – Local General Obligation Bond, the State's Scheduled Maintenance Program, the State's Hazardous Substance Abatement Program as well as special grant programs.

The award of these contracts is subject to the District's Small Local Business Enterprise (SLBE) Program requirements. Through an outreach effort by staff and the District's SLBE consultant, Mason Tillman Associates, SLBE firms were encouraged to respond to the RFQ as prime consultants. Non-SLBE firms were encouraged to joint venture with SLBE firms.

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## BOARD OF TRUSTEES

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Twelve (12) firms requested the RFQ package and attended the pre-proposal orientation, and seven (7) firms responded to the RFQ solicitation. Two (2) of the firms were certified by the Human Rights Commission as SLBE. Mason Tillman Associates Ltd. evaluated the proposals for SLBE goal attainment and to assign SLBE evaluation credits. The selection committee members evaluated the proposals and narrowed the field to a short list of firms. Reference checks were conducted for the short listed firms. Five (5) firms were invited to participate in the oral interview process. The firms were then ranked based upon their cumulative scores. SLBE firms were granted a 10 percent evaluation credit and non-SLBE firms who met the subcontracting goals were granted a 5 percent evaluation credit. Firms recommended for contract award, their ranking and SLBE status is as follows:

Ranking	Consultant Teams	SLBE Status
1	SCA Environmental, Inc.	SLBE
2	RGA Environmental	Non-SLBE
3	Millennium Consulting Associates, Inc.	Non-SLBE

**SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_; No  X ; if yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to contract with: SCA Environmental, Inc.; RGA Environmental; and Millennium Consulting Associates, Inc. for Environmental Consultant/Industrial Hygienist Services to the District for the 2001 Proposition A Local General Obligation Bond, the State's Scheduled Maintenance Program, the State's Hazardous Substance Abatement Program, and as well as special Grant programs funded projects, as they become available for each individual/firm at not to exceed \$450,000, for up to three years, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## REQUIRES UNANIMOUS VOTE OF THE BOARD REQUEST ROLL CALL VOTE

**DATE:** April 28, 2005

**B10**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**

**Authorization to approve a construction contract engaging  
Atlas/Pellizzari Electric Inc. to provide data wiring for Bungalow  
601 Trailer Project at a cost not to exceed \$49,216.21  
(Resolution No. 050428-B10)**

### BACKGROUND INFORMATION:

The Board of Trustees, on February 24, 2005 (Resolution No 050224-B1), authorized the District to enter into a Lease Agreement with Mobile Modular Management Corporation to provide a temporary modular building to house project management staff to accommodate the move of the Math Lab into staff offices. It was necessary to provide data wiring and communications including installation of a data cabinet for the temporary modular building and future modular structures planned for the greenhouse site. This was provided by Atlas/Pellizzari Electric Inc., a contractor specializing in data wiring systems. The contract will be based on a not to exceed price of \$49,216.21.

Public Contract Code Section 20654, emergency repair contracts, provides in relevant part as follows:

"In an emergency when any repair, alteration, work or improvement is necessary to any facility of the college, or to permit the continuance of existing college classes, or to avoid danger to life or property, the board may by unanimous vote, with the approval of the county superintendent of schools, may....Make a contract in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids."

### SHARED GOVERNANCE REVIEW:

Yes \_\_\_\_; No X; if yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

04/28/05 – B10 page 1

#### BOARD OF TRUSTEES

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

**RECOMMENDATION:**

RESOLVED: Authorization is hereby given to approve a construction contract, engaging Atlas/Pellizzari Electric Inc. to provide data wiring services for the Bungalow 601 Trailer Project in the amount not to exceed \$49,216.21, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor for Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** April 28, 2005 **B11**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Chancellor

**Subject: GRANTS/SUBAWARD**

**Authorization to contract with San Francisco State University in the amount not to exceed \$56,286 for a San Francisco Department of Public Health Grant (Resolution No. 050428-B11)**

## BACKGROUND INFORMATION:

City College of San Francisco, in partnership with San Francisco State University (SFSU), has received a grant from the San Francisco Department of Public Health (DPH) in the amount of \$90,000 to support a Drug and Alcohol Studies Certificate Program. This grant was originally awarded in June 2002 with SFSU as the fiscal agent and CCSF as the sub-contractor. For this new funding period, however, CCSF will act as the fiscal agent for the project and award SFSU a sub-contract in the amount not to exceed \$56,286 for the period July 1, 2004 to June 30, 2005.

The Certificate in Drug and Alcohol Studies is part of Community Health Works, a joint project of the Department of Health Education at SFSU and CCSF's Health Science Department and one of the few partnerships between two-year and four-year institutions. The Certificate in Drug and Alcohol Studies holds 31 units of college credit and is the first state-accredited substance abuse counseling certificate in San Francisco. All units earned by students can be applied toward an Associate Degree and are transferable to a bachelor's program at SFSU.

The reason that this request for authorization is retroactive is due to the fact that CCSF only received notification of the preliminary FY 05-06 grant contract from DPH on April 15, 2005 confirming that CCSF will serve as the fiscal agent for both FY 04-05 (retroactively) and FY 05-06. The sub-contract with SFSU was on hold until DPH provided this confirmation. Once approval is granted and all contractual documents are completed, SFSU will be reimbursed for expenses incurred during FY 04-05 relating to this partnership.

Specifically, funding under this sub-contract to SFSU will contribute to the salaries of the coordinator of the joint project and an administrative assistant. In addition, funds will be used to support travel to conferences, finance a graduation program, partially reimburse student tuition costs, and provide honoraria to guest speakers.

## SHARED GOVERNANCE REVIEW:

### BOARD OF TRUSTEES

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

04/28/05 - B11 page 1

Yes:\_\_\_\_; No: X ; If yes, which Committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

*(A negative response indicates that a review is not necessary)*

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to appropriate funds from the San Francisco Department of Public Health grant upon receipt and to subcontract with San Francisco State University for the period July 1, 2004 to June 30, 2005, for a total not to exceed \$56,286, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Linda Squires Grohe, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005

**TO:** Board of Trustees

**FROM:** Dr. Phillip R. Day, Jr., Chancellor

**B12**

**Subject: CONTRACT/GRANT**  
**Authorization to contract with the California Department of Education for continuation of the California Early Childhood Mentor Program and to subcontract with 96 California Community Colleges in the amount not to exceed \$3,011,059. (Resolution No. 050428-B12)**

## BACKGROUND INFORMATION:

This resolution requests authorization to submit an application and to appropriate all funds related to a contract from the California Department of Education for continued operation of the California Early Childhood Mentor Program. The California Early Childhood Mentor Program has ninety-six participating colleges, including City College of San Francisco. City College of San Francisco is the fiscal agent.

This resolution also requests authorization to establish subcontracts for up to \$25,000 per community college for the academic year with 96 California Community Colleges including City College of San Francisco. Subcontracting colleges will provide the following services: coordinating and offering an adult supervision course and seminars for mentors; coordination and development of mentoring programs; honoraria for faculty working with the college mentoring programs; books and other instructional materials for mentors; and printing and copying mentor materials. College subcontracts will be from September 1, 2005 through June 30, 2006. A list of the participating community colleges is available upon request from the California Community College Chancellor's Office for review.

The total of the contract is \$3,011,059 for the period August 1, 2005 through July 31, 2006. There is no in-kind match or additional space required.

## BOARD OF TRUSTEES

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**Income**

California Department of Education \$3,011,059.00

**Expenditures**

Employee Salaries and Benefits \$ 485,999.45  
Other Operating Expenses 111,184.14  
Local Assistance & Stipends 2,190,834.00  
Total Indirect @ 8% 223,041.41

**Total Expenditures** \$3,011,059.00

The City College of San Francisco Board of Trustees has approved the following contracts with the California Department of Education for the continuation of the California Early Childhood Mentor Program and to subcontract with 96 California Community Colleges:

Resolution Number	Amount	Duration
001116-B16	\$3,873,022	February 1, 2001 – July 31, 2002
020627-B16	\$2,163,059	August 1, 2002 – July 31, 2003
030529-B17	\$2,163,059	August 1, 2003 – July 31, 2004
040429-B8	\$3,011,059	August 1, 2004 – July 31, 2005

**SHARED GOVERNANCE REVIEW:**

Yes: \_\_\_\_; No: X; If yes, which Committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

*(A negative response indicates that a review is not necessary)*

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to the District to apply for and accept the amount of \$3,011,059 from the California Department of Education for the California Early Childhood Mentor Program, and authorization be hereby given to subcontract with 96 California Community Colleges including City College of San Francisco for activities related to

the California Early Childhood Mentor Program, for the period of September 1, 2005 through June 30, 2006.

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originators: Lawrence C. Klein, Linda Olivenbaum







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**B13**

**DATE:** April 28, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: CONTRACT**

**Amending the Agreement with the firm of Morgan, Lewis, & Bockius, LLP for Providing Legal Services in Areas Related to Project Labor Agreements in an amount not to exceed \$15,000.  
(RESOLUTION NO. 050428-B13)**

**BACKGROUND INFORMATION:**

The Board ratified an agreement with the firm of Morgan, Lewis & Bockius to provide legal services in areas related to project labor agreements by passing Resolution 020627-B7 on June 27, 2002, for an amount not to exceed \$85,000. The firm provided services to the District in this vital area, but the amount initially thought to be sufficient as recommended by the firm itself and then authorized by the Board was not sufficient. The Board has since amended the original agreement for an additional \$65,000 by passing Resolutions No. 030626-B7 on June 26, 2003, No. 031120-B8 on November 20, 2003, No. 040429-B2 (amended) on April 29, 2004 and June 10, 2004, No. 040610-B14. However, the activities of Carl Uehlein of Morgan, Lewis and Bockius, in representing the District, are dictated in large measure by the actions and reactions of the union leadership which neither the District nor Mr. Uehlein can predict.

Subsequent to completion and adoption of the Project Labor Agreement in February 2005, the District now seeks the additional services of the firm to provide expertise in the implementation of the Project Labor Agreement. In addition, Attorney Uehlein was very helpful in developing responses to specific questions raised by both the SLBE workgroup and the leadership of the SFBCT during the final stages of the negotiations leading up to the Board's final approval of the PLA. Further, the District received a request from the membership of the Small Business community to provide a workshop on how to work within the framework of the PLA. This workshop has been tentatively scheduled for May 3, 2005. This resolution provides for the cost of accessing legal services from Carl Uehlein leading up to the final approval of the PLA as well as securing his services for the planned workshop. Monies for this expenditure are paid from Bonds authorized by the 2001 election.

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04/28/05 - B13, page 1  
VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

**RECOMMENDATION:**

**RESOLVED:** That Resolution No. 040429-B2 be amended to increase the authorized expenditures by an amount not to exceed \$15,000.

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or other designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Dr. Philip R. Day, Jr., Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005

**C1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: EQUIPMENT, SUPPLIES & SERVICES**  
**Procurement of Equipment, Supplies, Services, Etc.,**  
**less than \$3,000**  
**(Resolution No. 050428-C1)**

## BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than \$3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

## RECOMMENDATION:

**RESOLVED:** That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling \$406,707.09 for February 2005 individual amounts of less than \$3,000 not heretofore approved as summarized and detailed below:

Direct Payments	\$	138,588.43
Purchase Orders		255,279.78
Travel/Mileage		<u>12,838.88</u>
GRAND TOTAL:	\$	406,707.09

James Kendrix, Originator

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Medical Communism	1
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Medical Monarchy	1
Medical Aristocracy	1
Medical Oligarchy	1
Medical Theocracy	1
Medical Tyranny	1
Medical Despotism	1
Medical Autocracy	1
Medical Hierarchy	1
Medical Bureaucracy	1
Medical Guild	1
Medical Union	1
Medical Association	1
Medical Society	1
Medical Club	1
Medical Order	1
Medical Fraternity	1
Medical Fellowship	1
Medical Brotherhood	1
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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:**

April 28, 2005

**C2**

**To:**

Board of Trustees

**From:**

Dr. Philip R. Day, Jr., Chancellor

**Subject: EQUIPMENT, SUPPLIES & SERVICES**  
**Procurement of Equipment, Supplies,**  
**Services, Etc., more than \$3,000**  
**(Resolution No. 050428-C2)**

## BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

Please note that some of the items represent significant expenditures but are actual annual payment encumbrances which are dispersed monthly. In some cases, these items are paid in simple annual payment given the terms and the conditions of our vendor contracts. These items are identified for you in the attachment.

## RECOMMENDATION:

**RESOLVED:** That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "B".

**GRAND TOTAL: \$ 2,247,906.42**

James Kendrix, Originator

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### BOARD OF TRUSTEES

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

1. The purpose of this document is to provide information regarding the status of the project and the progress of the work.

2. The project is currently in the planning stage and the following information is being provided for your information.

3. The project is being conducted in accordance with the following schedule:

Task	Start Date	End Date
Planning	1/1/77	3/31/77
Execution	4/1/77	6/30/77
Review	7/1/77	8/31/77

4. The project is being conducted in accordance with the following budget:

Category	Amount
Personnel	\$10,000
Materials	\$5,000
Travel	\$2,000
Other	\$1,000

5. The project is being conducted in accordance with the following risk assessment:

Risk	Level
Technical	Low
Financial	Medium
Management	High

6. The project is being conducted in accordance with the following communication plan:

Task	Frequency
Reporting	Weekly
Meetings	Monthly
Reviews	Quarterly

7. The project is being conducted in accordance with the following quality assurance plan:

Task	Frequency
Testing	Weekly
Inspection	Monthly
Review	Quarterly

8. The project is being conducted in accordance with the following security plan:

Task	Frequency
Security	Weekly
Inspection	Monthly
Review	Quarterly



A	B	C	D	E	F	G	H	I	J	K
	Fund	Org	Acct	Prog	Act	Department	Vendor	Doc	Amount	Description
1										
2	U	0040	5801	6600	S	Public Information	National Cinema Network	POC7868	5,157.00	Broadcasting
3	U	0070	5720	6600	S	General Counsel Office	Battiste L	DPC9051	3,607.50	Litigation
4	U	0070	5720	6600	S	General Counsel Office	Battiste L	DPC9055	4,035.00	Litigation
5	U	0070	5720	6600	S	General Counsel Office	Renne Sloan Holtzman & Sakai, LLP	DPC9058	9,821.82	Litigation
6	U	2530	5656	6780	S	ITS-Systems and Operations	Novell Inc.	TPC7084	39,304.13	Software License Fees
7	U	2530	6413	6780	S	ITS-Systems and Operations	Genllys Corporation	TPC7064	4,500.00	Add-Computer Equipment
8	U	3522	5530	6570	S	Utilities	SBC/MCI	TPC1822	145,000.00	Telephone
9	U	3542	4303	6550	S	M&R - Buildings	Clark Security Products	TPB8860	4,100.00	Other Supplies
10	U	3542	5640	6550	S	M&R - Buildings	Crown Electric, Inc.	POC8958	8,910.00	Maint & Repair - Non-Equipment
11	U	3562	4301	6770	S	College Services	Spicers Paper Inc	POB9685	9,600.60	Printing Supplies
12	U	4010	5190	6600	C	Vice Chancellor Student Development	Reza J	PSC5296	10,000.00	Other Consulting
13	U	4900	3901	6770	S	Central Services	CCSF Bookstore	TPC4680	5,000.00	Other Benefits
14	U	4900	5410	6770	S	Central Services	Keenan & Associates	TPC4679	18,415.00	Insurance
15	U	4900	5610	6770	S	Central Services	Eugene Moglia, Trustee	DPC9110	5,000.00	Other Property Leases
16	U	6126	5902	6450	N	GED/Assessment Center	Educational Testing Service	TPC0606	4,500.00	Testing Services
17	U	9110	4301	6010	C	College Publications	Descalso Lithograph, Inc.	POC7870	9,479.65	Printing Summer 05 Class Schedule
18	U	9110	4301	6010	C	College Publications	Trend Offset Printing Services, Inc.	POC2449	152,765.29	Printing Fall 05 Class Schedule
19							<b>Total Unrestricted</b>		<b>439,195.99</b>	
20										
21	U	121196	5153	5190	6020	S	Whichel K	PSC5718	12,000.00	Other Consulting
22	U	121219	7421	5802	6840	S	Fong Brothers Printing, Inc.	TPC6386	12,941.88	Print Advertising
23	U	121512	7112	6307	0900	N	CDX Global	POC2613	7,045.00	Software
24	U	121512	7403	6414	0500	N	Audio Graphic Systems	POC5461	3,184.48	Add-Miscellaneous Equipment
25	U	121821	0020	5190	6499	C	Adecco Employment Services	TPC5830	15,000.00	Other Consulting
26	U	121891	7421	5210	0500	N	United Airlines	TPC3612	13,000.00	Travel - Non-Local
27	U	122602	9210	4102	0500	N	Laerdal Medical Corp.	POC8878	3,797.50	Textbooks
28	U	122602	9210	5190	0500	N	Savannah Family Institute, Inc.	DPC8861	3,646.70	Other Consulting
29	U	122727	7335	5110	6499	C	Gauthier C	PSC7444	3,000.00	Guest Lecturer
30	U	123109	4049	6413	6460	S	Omni-pro Systems Inc.	POC5392	44,228.94	Add-Computer Equipment
31	U	123210	7320	5190	6420	C	Kaplan A	PSC4485	4,000.00	Other Consulting
32	U	123210	7320	5190	6420	C	McCarthy L	PSC4484	6,000.00	Other Consulting
33	U	123210	7320	5190	6420	C	Malohey A	PSB0828	10,000.00	Other Consulting
34	U	123210	7320	5190	6420	C	Grossman A	PSC0822	10,000.00	Other Consulting
35	U	123210	7320	6413	6420	C	Omni-pro Systems Inc.	POC4479	4,877.10	Add-Computer Equipment
36	U	123841	7734	4303	0800	C	T & B Sports	POC8687	5,932.25	Other Supplies
37	U	123857	4010	6413	6499	C	Omni-pro Systems Inc.	POC9702	3,531.40	Add-Computer Equipment
38	U	123858	4026	6413	6200	C	Sehi Computer Products	POB8148	4,116.67	Add-Computer Equipment
39	U	123858	6472	6414	6300	C	Audio Graphic Systems	POC9909	3,016.88	Add-Miscellaneous Equipment
40	U	123858	7421	5656	0500	C	Computerland of Silicon Valley	POB9350	19,074.32	Software License Fees
41	U	123858	7421	6414	0500	C	Computerland of Silicon Valley	POC5460	5,850.32	Add-Miscellaneous Equipment
42	U	123858	7516	6414	1000	C	ISAIA and Company	POC4636	13,090.00	Add-Miscellaneous Equipment
43	U	123858	7736	4303	0800	C	T & B Sports	POC8691A	5,714.60	Other Supplies
44	U	123858	7742	6414	1200	C	O.S.I.-Oncology Services International	POB6761	14,386.00	Add-Miscellaneous Equipment
45	U	123858	9500	5633	6780	S	University Lease	TPC5773	100,000.00	Other Leases
46	U	125032	7720	5190	1200	C	Carte D	PSC9290	6,400.00	Other Consulting
47	U	125032	7720	5190	1200	C	Hill A	PSC9152	8,000.00	Other Consulting
48	U	125112	1105	5190	6599	S	Overland Pacific & Cutler, Inc.	DPC9105	8,587.63	Other Consulting
49	U	125275	3524	4303	6550	S	Recy-CAL Supply	POC7081	3,702.89	Other Supplies





A	B	C	D	E	F	G	H	I	J	K
	Fund	Org	Acct	Prog	Act	Department	Vendor	Doc	Amount	Description
1										
50	125275	3524	6412	6550	S	SFES-Recycling and Composting	Turf & Industrial Equipment Co.	POC7082	7,994.21	Add-Vehicles
51	125501	9220	5912	6820	N	Continuing Education Fees	Education To Go	DPC5697	3,563.00	Fees for Services
52	125502	7620	5210	1500	C	Institute for International Students	Louie L	TO31380	5,134.00	Travel - Non-Local
53	125503	1105	6414	6950	S	Parking Fund Fees 00-01	VenTak International	POB3185	10,453.26	Add-Miscellaneous Equipment
54	127304	9210	5190	7010	N	SF Airport Commission-42	North American Crane Bureau West, Inc.	TPC8880	7,900.00	Other Consulting
55	141310	7528	4301	1000	C	Graphic Production Services	Unisource Paper Company	POA2550A	5,504.31	Printing Supplies
56	211205	7371	5610	2100	S	CA Early Childhoos Mentor Prig 04-05	Sheraton Hotel	TPC7264	3,700.00	Other Property Leases
57	211205	7374	5610	2100	S	CA Early Childhoos Mentor Prig 04-05	Sheraton Hotel	TPC7264	3,300.00	Other Property Leases
58	211205	7375	5210	2100	S	CA Early Childhoos Mentor Prig 04-05	SuperShuttle	TPC7274	3,900.00	Travel - Non-Local
59	420696	8053	6202	7100	H	SM01-02 #01A-Cloud Hall Fire Alarm	TEC Acculite	CTC8288	298,050.00	Construction in Progress
60	42122C	8054	6202	7100	E	ELEC-Electr Upgrd Conlan & 600 bung	E.J. Weber Electric Company, Inc.	PO97050	5,643.09	Construction in Progress
61	42144C	8070	6202	7100	H	HS-Visual Arts Exhst & Vent System	Fashion Drapery	CTC8215	7,995.00	Construction in Progress
62	42160C	8811	6202	7100	R	REN-2003 Modernization	CDX Builders, Inc	DPB9493	5,649.23	Construction in Progress
63	42178M	8052	6203	7100	C	CC - Child Development Center	Division of the State Architect	DPC8345	18,070.00	Project Management
64	42178P	8052	6201	7100	C	CC - Child Development Center	Telanon Engineering Consultants, Inc.	CTC8287	3,800.00	Planning Costs
65	42187C	8051	6204	7100	R	REN-Batmale Hall APASS	Bayview Environmental Services Inc	CTC4083A	11,440.00	Hazardous Materials
66	431002	8412	6201	7100	C	New Mission-Consulting Services	Alabama Street Partners	TPC4099A	165,714.96	Other Property Leases
67	431002	8412	6201	7100	C	New Mission-Consulting Services	SOHA Engineers	CTC8300	60,000.00	Planning Costs
68	431002	8412	6201	7100	C	New Mission-Consulting Services	Olivia Chen Consultants, Inc.	CTC8277	75,000.00	Planning Costs
69	431002	8412	6202	7100	C	New Mission-Consulting Services	Semans Communication, Inc.	CTC8239	11,640.00	Construction in Progress
70	431002	8412	6203	7100	C	New Mission-Consulting Services	Ford Graphics	DPC8276	4,802.21	Project Management
71	431002	8412	6203	7100	C	New Mission-Consulting Services	Ford Graphics	DPC8306	9,745.42	Project Management
72	431002	8412	6411	7100	C	New Mission-Consulting Services	Global Industrial Equipment	POC8271	4,757.32	Add-Furniture/Fixtures
73	432001	8710	6202	7100	C	Seismic Upgrade and Improvements	Pacific Signaling Systems, Inc.	CTC8280	7,200.00	Construction in Progress
74	432604	8067	6203	7100	C	Inter-campus Optical Networking Cons	Photisis Consulting	CTC2162A	11,500.00	Project Management
75	432606	8067	6413	7100	C	Fiber-Optic Metropolitan Area Netwo	FluxLight Inc.	POC7056	5,855.75	Add-Computer Equipment
76	432703	8067	6202	7100	C	Telephone Enhancement Project	Verizon Enterprise Solutions Group	POC7055	7,512.75	Construction in Progress
77	432703	8067	6413	7100	C	Telephone Enhancement Project	Verizon Enterprise Solutions Group	POC7055	5,417.97	Add-Computer Equipment
78	432801	8051	6202	7100	C	Batmale Hall Comp Lab Renovation	Keenan & Associates	DPC8299	4,287.28	Construction in Progress
79	432801	8051	6202	7100	C	Batmale Hall Comp Lab Renovation	SEWUP JPA	DPC8298	60,333.60	Construction in Progress
80	433005	8510	6203	7100	C	Downtown Campus Ground Floor Renova	Ford Graphics	DPC8321	3,046.51	Project Management
81	433008	8066	6203	7100	C	Student Union Renovation	William M Koenig Consulting & Inspecti	CTC4021A	12,750.00	Project Management
82	433016	8084	6202	7100	C	Reconfig of Reservoir Berm Removal	Proven Management, Inc	CTC2720B	486,200.00	Construction in Progress
83	433023	8066	6202	7100	C	Renovation Work By B&G (DPW)	ThyssenKrupp Elevator Company	DPC8269	4,527.00	Construction in Progress
84	433026	8812	6202	7100	C	JAD Campus Main & Gym Modernization	Air Reps West Inc.	CTC8242	12,760.00	Construction in Progress
85	433026	8812	6202	7100	C	JAD Campus Main & Gym Modernization	Tom Lewis Restoration & Consulting	CTC8236	43,698.00	Construction in Progress
86	433026	8812	6204	7100	C	JAD Campus Main & Gym Modernization	Bayview Environmental Services Inc	CTC8245A	9,645.00	Hazardous Materials
87	435002	8086	6204	7100	C	Moggia Nursery Purchase	SCA Environmental, Inc.	CTC4150	3,000.00	Hazardous Materials
88	435503	8085	5192	7100	C	Performing Media-Arts Center FPP	LMN Architects/Tom Eliot Fisch Archite	DPC8311	10,000.00	Stipends
89	435503	8085	5192	7100	C	Performing Media-Arts Center FPP	Mark Cavagnero Architects/BOORA Archit	DPC8313	10,000.00	Stipends
90	435503	8085	5192	7100	C	Performing Media-Arts Center FPP	Gensler/Hamilton + Aitken	DPC8314	10,000.00	Stipends
91	435503	8085	5192	7100	C	Performing Media-Arts Center FPP	HGA Architecture Engineering Planning	DPC8312	10,000.00	Stipends
92	724002	9230	5902	6920	S	Trust - GED Agency Trust Fees	California Department of Education	DPC5443	3,096.00	Testing Services
93							Total Restricted		1,808,710.43	
94										
95							Total Unrestricted and Restricted		2,247,906.42	

+ equals encumbrances to be paid on a monthly basis

\* equals encumbrances to be paid by multiple payments during the fiscal year







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 28, 2005

C3

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GRANTS  
Acceptance of Gifts  
(Resolution No. 050428-C3)

## BACKGROUND INFORMATION:

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding \$250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding \$1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

## SHARED GOVERNANCE REVIEW:

Yes \_\_\_\_: No ☒: If yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

## RECOMMENDATION:

WHEREAS: The SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Vice Chancellor of Academic Affairs Don Griffin declares that these gifts will enhance the instructional program of the San Francisco Community College District;

THEREFORE BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

Dr. Kathleen Sullivan Alioto, Originator

## BOARD OF TRUSTEES

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR





DESCRIPTION	DONOR	MARKET VALUE DECLARED BY DONOR
<b>March 2005</b>		
1. Cash	Bob Richardson Memorial Trust	\$733
2. Cash	The John E. Conner Trust	\$500
3. Cash	Wendy Kaufmyn	\$500
4. Cash	Interpacific Group, Inc.	\$546
5. Equipment	Ranjan De Costa, OmniPro	\$5,000
6. Materials	Ning Wen	\$10,486
7. Materials	California Academy of Sciences	\$35,000





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005 **F1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: HUMAN RESOURCES**  
**Academic Administrator**  
**Sabbatical Leave – Fall 2005**  
**(Resolution 050428 – F1)**

## BACKGROUND INFORMATION:

Resolution 050428-F1 covers an academic administrator's request for a Sabbatical Leave from the District for a 110 instructional days of the 2005 – 2006 fiscal year. Board of Trustees' approval is required.

## SHARED GOVERNANCE REVIEW:

Yes \_\_\_\_\_; No   X  ; if yes, which committee: \_\_\_\_\_  
Date of review: \_\_\_\_\_

## RECOMMENDATION:

RESOLVED: That effective August 1, 2005, through January 24, 2006 (110 instructional days), **JUDY TENG**, be provided the opportunity to be on Sabbatical Leave from her administrative position as Dean, Contract Education/Continuing Education. This leave is pursuant to the provisions of the San Francisco Community College District Policy Manual 3.17.L – Sabbatical Leave.

FURTHER BE IT RESOLVED: That the Chancellor and/or Vice Chancellor Finance and Administration and/or their designee(s) are hereby authorized to effectuate this resolution.

Originator: Clara Starr

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04/28/05 - F1 page 1



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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005 **F2**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: HUMAN RESOURCES**  
**Appointment**  
**Classified Administrator**  
**(Resolution 050428 – F2)**

## BACKGROUND INFORMATION:

Resolution 050428-F2 covers the appointment of a Classified Administrator for the position of Dean of Buildings, Grounds & Maintenance (Office of the Vice Chancellor Finance and Administration). Board of Trustees' approval is required.

## RECOMMENDATION:

RECOMMENDATION: That effective April 29, 2005, JIM KEENAN, be appointed Dean Buildings, Grounds, & Maintenance (Office of the Vice Chancellor Finance and Administration). His salary shall be in accordance with his current placement.

Originator: Clara Starr

## BOARD OF TRUSTEES

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. It is essential to ensure that all data is entered correctly and that the system is updated regularly.

3. The second part of the document outlines the procedures for handling customer inquiries and complaints.

4. It is important to respond to customers promptly and to provide them with the information they need.

5. The third part of the document describes the various methods used to collect and analyze data.

6. It is necessary to use a variety of techniques to ensure that the data is reliable and valid.

7. The fourth part of the document discusses the importance of maintaining the confidentiality of all data.

8. It is essential to implement strong security measures to protect the data from unauthorized access.

9. The fifth part of the document outlines the procedures for backing up the data and restoring it in the event of a disaster.

10. It is important to have a disaster recovery plan in place to ensure that the data can be recovered in the event of a disaster.

11. The sixth part of the document discusses the importance of maintaining the integrity of the data.

12. It is essential to ensure that the data is not altered or corrupted in any way.

13. The seventh part of the document outlines the procedures for monitoring the system and detecting any problems.

14. It is important to have a monitoring system in place to detect any issues as soon as possible.

15. The eighth part of the document discusses the importance of maintaining the performance of the system.

16. It is essential to ensure that the system is running smoothly and that there are no bottlenecks.

17. The ninth part of the document outlines the procedures for updating the system and adding new features.

18. It is important to have a plan in place for updating the system and adding new features.

19. The tenth part of the document discusses the importance of maintaining the security of the system.

20. It is essential to implement strong security measures to protect the system from unauthorized access.

21. The eleventh part of the document outlines the procedures for testing the system and ensuring that it is working correctly.

22. It is important to have a testing plan in place to ensure that the system is working correctly.

23. The twelfth part of the document discusses the importance of maintaining the documentation of the system.

24. It is essential to have a system of documentation in place to ensure that all information is recorded.

25. The thirteenth part of the document outlines the procedures for training the staff on the system.

26. It is important to have a training plan in place to ensure that the staff is trained correctly.

27. The fourteenth part of the document discusses the importance of maintaining the support of the system.

28. It is essential to have a support plan in place to ensure that the system is supported correctly.

29. The fifteenth part of the document outlines the procedures for evaluating the system and determining if it is meeting the needs of the organization.

30. It is important to have a plan in place for evaluating the system and determining if it is meeting the needs of the organization.

31. The sixteenth part of the document discusses the importance of maintaining the flexibility of the system.

32. It is essential to ensure that the system is flexible enough to adapt to changes in the organization.

33. The seventeenth part of the document outlines the procedures for implementing the system and ensuring that it is working correctly.

34. It is important to have a plan in place for implementing the system and ensuring that it is working correctly.

35. The eighteenth part of the document discusses the importance of maintaining the scalability of the system.

36. It is essential to ensure that the system is scalable enough to handle growth in the organization.

37. The nineteenth part of the document outlines the procedures for maintaining the system and ensuring that it is working correctly.

38. It is important to have a plan in place for maintaining the system and ensuring that it is working correctly.

39. The twentieth part of the document discusses the importance of maintaining the reliability of the system.

40. It is essential to ensure that the system is reliable enough to be used by the organization.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**G1-G9**

**DATE:** April 28, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** Academic Employees (Faculty)  
Credit Program/Non-Credit Program  
District Funded  
City College of San Francisco  
(Resolutions Nos. 050428-G1-G9)

## BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

## SHARED GOVERNANCE REVIEW:

Yes: \_\_\_\_; No: X : If yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

(A negative response indicates that a review is not necessary.)

Clara Starr, Originator

## BOARD OF TRUSTEES

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

**TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted**

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

**FALL 2004**

(+: Full-time overload/extra pay)  
(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Credit</u>	<u>Division</u>
Rosen, Gertrude	Child Dev. & Family Studies	Credit	

G1 Fall 2004: 1

**SPRING 2005**

(+: Full-time overload/extra pay)  
(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Credit</u>	<u>Division</u>
Camargo, Yelena	Foreign Languages	NonCredit	
Danforth, Brian J	Language Center	Credit	
Gaines, Tanaka V	Bus/Office Tech/Small Bus	NonCredit	
+ Goodfriend-Koven, Nora	Health Science	Credit	
* Healy, Sheila	Biological Sciences	Credit	
* Laws, John Muir	Biological Sciences	Credit	
+ McCormack, Irene L	Licensed Vocational Nursing	Credit	
* Nozik, Bradley W	Health Care Technology	NonCredit	
Reyes, Fredelina B	Licensed Vocational Nursing	Credit	
Rosen, Gertrude	Child Dev. & Family Studies	Credit	
Summers, Kathryn J	African-American Studies	Credit	
+ Tse, Annie	Health Science	Credit	
* Wilkinson, John J	Language Center	Credit	
Williamson, Kovak C	Bus/Office Tech/Small Bus	Credit	

G1 Spring 2005: 14

Total for G1: 15



TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Restricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

## SPRING 2005

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Division</u>	<u>Department</u>	<u>Grant</u>
+ Brown, Jessica Janiece	English	Matriculation Credit 04-05	Credit
Cabading, Leon F	Counseling New Students	Matriculation Credit 04-05	Credit
+ Chen, Pearl B.	Counseling New Students	Matriculation Credit 04-05	Credit
+ Chin, Jessie C	Counseling New Students	Matriculation Credit 04-05	Credit
Delgado, John F	English	Matriculation Credit 04-05	Credit
+ Fregly, Carol A	English	Matriculation Credit 04-05	Credit
Romano, Lisa C.	Counseling New Students	Matriculation Credit 04-05	Credit
+ Sanelli, Andrea M	English	Matriculation Credit 04-05	Credit
Yu, Howard K	Counseling New Students	Matriculation Credit 04-05	Credit
+ Yu, Raymond K	Counseling New Students	Matriculation Credit 04-05	Credit

G2 Spring 2005: 10

Total for G2: 10

Total Records: 25

050428 – G3

Full-Time

First Year

Contract

**RESOLVED:** That on the effective dates indicated, the following named academic employee be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
FOREMAN, Joyce	Disabled Students Programs & Services / John Adams	First Year Contract	Susan Mase 123210-7320-1120-4900-N FF9812	04/29/05

050428 – G4  
Name Change

**RESOLVED:** That the name of the following academic employee be changed for record purposes:

FROM	TO
Clark, Dani L.	Clark, Dana L.

050428 – G5  
Amendment  
To Resolution

**RESOLVED:** That resolution 050224 – G6 Leave of Absence, be amended in part to show the following:

	NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
CHANGE FROM:	Liu, Renee	Math/Ocean	17.B	100% 01/13/05 – 05/27/05
TO:	Liu, Renee	Math/Ocean	<u>17.P</u>	01/13/05 – <u>04/07/05</u>

050428 – G6  
Amendment  
To Resolution

**RESOLVED:** That resolution 050324 – G5 Leave of Absence, be amended in part to show the following:

	NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
<b>CHANGE FROM:</b>	Mackey, Robin	ESL/John Adams	17.B 100%	08/15/05 – 12/20/05
<b>TO:</b>	Mackey, Robin	ESL/John Adams	17.B <u>20%</u>	08/15/05 – 12/20/05

050428 – G7  
Amendment  
To Resolution

**RESOLVED:** That resolution 050324 – G5 Leave of Absence, be amended in part to show the following:

	NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
<b>CHANGE FROM:</b>	Wongprasert, Tanichya	English/Ocean	17.B 100%	08/15/05 – 12/20/05
<b>TO:</b>	Wongprasert, Tanichya	English/Ocean	17.B 100%	<u>01/13/05 – 05/27/05</u>



050428 – G8

Leave of

Absence

**RESOLVED:** That for the effective dates shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
Garcia-Denson, Diana	Foreign Languages/Ocean	17.B	01/13/05 – 05/27/05
Whiteside, Ann	ESL/Mission	17.P	01/13/05 – 05/27/05

050428 – G9

Leave of

Absence

**RESOLVED:** That for the effective dates shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
Barron, Patrick	English/Ocean	17.B	08/15/05 – 05/26/06





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**H1-H4**

**DATE:** April 28, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Academic Employees (Faculty)  
Credit Program/Non-Credit Program  
Categorically Funded  
City College of San Francisco  
(Resolutions Nos. 050428-H1-H4)

## BACKGROUND INFORMATION:

Resolutions 050428-H1-H4 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

## SHARED GOVERNANCE REVIEW:

Yes: \_\_\_\_; No: X : If yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

(A negative response indicates that a review is not necessary.)

Clara Starr, Originator

## BOARD OF TRUSTEES

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

**RESOLVED:** That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

## SPRING 2005

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>		<u>Department</u>	<u>Grant</u>
<u>Division</u>			
Admokom, Lori E	Contract Education	UNITE HERE-Local 2	Credit
Admokom, Lori E	Contract Education	ECO-BACCC- Mini Grant 04-05	Credit
Admokom, Lori E	Contract Education	ECO-BACCC- Mini Grant 04-05	NonCredit
Admokom, Lori E	Contract Education	UNITE HERE-Local 2	NonCredit
Auyeung, Mabel K	Health Science	SFDCYF- Family Child Care Train Ins	Credit
+ Bergin, Rosemary	Nursing	Yr-1 Assoc Degree Nursing Exp 04-05	NonCredit
Bibliowicz, Morris Z	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Birmingham, Nancy L	Nursing	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
+ Broccardo, Julia	Nursing	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
Campos-Rojas, Marcia A	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Chan, Marcia J	English As a Second Language	ABE 321/Workforce Investment 04-05	Credit
+ Chan, P. Agnes W.	English As a Second Language	ABE 321/Workforce Investment 04-05	Credit
+ Chien, Annie	Nursing	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
+ Chin, Tina W	English As a Second Language	ABE 321/Workforce Investment 04-05	Credit
+ Chong-Delon, Patty P	Learning Assistance	Partnership for Excellence	Credit
Cox, Karen C	English	CCSF-Foundation/Koret-Basic Skills	Credit
+ Cozart Jr., Ulysses J	Small Business Development Ctr	Eco-SBDC 04-05 CT#04-311-016	Credit
+ Cozart Jr., Ulysses J	Small Business Development Ctr	SJSU/SBDC - YR2005	Credit
Degani, Nadereh	Graphic Communication	VTEA 1C 2004-2005	Credit
Donovan, Sharon Mari	Child Dev. & Family Studies	United Way-ECE Leaders-#3	Credit
Donovan, Sharon Mari	Child Dev. & Family Studies	SFDCYF- Family Child Care Train Ins	Credit
Fleming, Anne-Marie	English As a Second Language	ABE 321/Workforce Investment 04-05	Credit
+ Fowler, Janet E	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Fried-Lee, Lauri	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Gee, Janet	Women's Studies	Project Survive Club	Credit
Goldthorpe, Jeffrey T	English	CCSF-Foundation/Koret-Basic Skills	Credit
+ Goodfriend-Koven, Nora	Health Science	CA Endowment-Hlth Care Interpreter	NonCredit
+ Goodfriend-Koven, Nora	Health Science	CA Endowment-Hlth Care Interpreter	Credit
Gormley, James W	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Greger, Christopher K	English	CCSF-Foundation/Koret-Basic Skills	Credit
* Hermis, Paul S	Contract Education	ECO-Workplace 04-05 CT#04-312-008	Credit
Ho, Lillian Y	English As a Second Language	ABE 321/Workforce Investment 04-05	Credit
King, Elizabeth P	English	CCSF-Foundation/Koret-Basic Skills	Credit
Langmo, Tore E	English	CCSF-Foundation/Koret-Basic Skills	Credit



RESOLUTION 050428-H1		TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.	
Lau, Sharon W.	Child Dev. & Family Studies	Children Council-Mayor's Office	Credit
Lee, Simon Y	Health Science	SFDCYF- Family Child Care Train Ins	Credit
+ Lee, Thomas	English As a Second Language	ABE 321/Workforce Investment 04-05	Credit
Legaspi, Erlinda Espi	English	CCSF-Foundation/Koret-Basic Skills	Credit
McGlothlin, Joanne M	Learning Assistance	Partnership for Excellence	Credit
+ Mitchell, Kathleen	Learning Assistance	Partnership for Excellence	Credit
Noonan, Maureen S	Nursing	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
Oram, Shane W	Biological Sciences	NSF-Fix-a-Gene (Due-0202327) Yr-3	Credit
+ Quadra, Indiana G	Learning Assistance	Calworks Program 04-05	Credit
+ Racek, Barbara M	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Rico, Stephen M	Child Dev. & Family Studies	Children Council-Mayor's Office	Credit
Rosen, Gertrude	Child Dev. & Family Studies	Low Income Housing Fund	Credit
+ Scholnick, Nadia F	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Simeone, Chris E	Vocational Education	Advance Trans Tech Academy 04-05	Credit
* Sodt, Christine R	Child Dev. & Family Studies	SFDCYF- Family Child Care Train Ins	Credit
Straus, Amber C	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Weldon, Timothy W	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ White, Kathleen C	Child Dev. & Family Studies	SFDCYF- Family Child Care Train Ins	Credit
+ Wong, Kathleen J	English As a Second Language	ABE 321/Workforce Investment 04-05	Credit
+ Wostner, Ulf T	Vocational Education	VTEA 1C 2004-2005	Credit
Yan, Jimmy L	Health Science	SFDCYF- Family Child Care Train Ins	Credit
+ Yee, Gloria	English	CCSF-Foundation/Koret-Basic Skills	Credit
Zimmerman, Susan Loui	English	CCSF-Foundation/Koret-Basic Skills	Credit
+ Zlotnick, Jan F	Nursing	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
Total Records: 58		H1 Spring 2005: 58 Total for H1: 58	

050428-H2  
Amendment  
to Resolution

**RESOLVED:** That resolution 050324-H2, Categorically Funded, Full-Time Temporary Assignment, be amended in part to show the following:

<u>CHANGE FROM:</u>	<u>NAME</u>	<u>DEPARTMENT</u>	<u>ACTIVITY</u>	<u>BUDGET</u>	<u>EFFECTIVE DATES</u>
	PICAR, DEBORAH	Workforce Investment Act	San Francisco Transit Coordinator	Advanced Transportation Technology 123389-7175-1220-6840-N 30% SF Centers for Competitive Technologies – SFCAC 123358-7175-1220-6840-N 50% Advanced Transportation Technology Academy 122166-7175-1220-0900-S 20% FN9633	08/16/04 – 05/27/05  10/01/04 – 05/27/05  01/24/05 – 05/27/05

050428-H2 (Con.t) **RESOLVED:** That resolution 050324-H2, Categorically Funded, Full-Time Temporary Assignment, be amended in part to show the following:

**Amendment**  
**to Resolution**

<u>NAME</u>	<u>DEPARTMENT</u>	<u>ACTIVITY</u>	<u>BUDGET</u>	<u>EFFECTIVE DATES</u>
<b><u>TO:</u></b> PICAR, DEBORAH	Workforce Investment Act	San Francisco Transit Coordinator	<b>Advanced Transportation Technology</b> 123389-7175-1220-6840-N 30% <b>SF Centers for Competitive Technologies - SFCAC</b> 123358-7175-1220-6840-N 30% <b>SF Centers for Competitive Technologies – SFCAC</b> 123358-7175-1220-6840-N 50% <b>VTEA I-C Administration</b> 121512-7173-1220-6720-S 10% <b>VTEA I-C Outreach</b> 121512-7173-1220-6470-S 10% <b>Advanced Transportation Technology Academy</b> 122166-7175-1220-0900-S 20% <b>FN9633</b>	<b>08/16/04 – 05/27/05</b>  <b>08/16/04 – 09/30/04</b>  <b>10/01/04 – 05/27/05</b>  <b>08/16/04 – 01/23/05</b>  <b>08/16/04 – 01/23/05</b>  <b>01/24/05 – 05/27/05</b>





050428-H3 (Cont.)  
Amendment  
to Resolution

**RESOLVED:** That resolution 050324-H2, Categorically Funded, Full-Time Temporary Assignment, be amended in part to show the following:

<u>TO:</u>	<u>NAME</u>	<u>DEPARTMENT</u>	<u>ACTIVITY</u>	<u>BUDGET</u>	<u>EFFECTIVE DATES</u>
	KOREY, SUZANNE	Vocational Education	Project Coordinator	Advanced Transportation Technology Academy 122166-7175-1220-0900-S 11% Information Technology & Healthcare 123373-7175-1220-6840-N 45% School of Applied Science and Technology U-7104-1220-6010-C 20% SF Centers for Competitive Technologies - SFCAC 123358-7175-1220-6840-N 6% Advanced Transportation Technology 123389-7175-1220-6840-N 5% Caltrans/MTC 124907-7175-1220-0900-C 10% PIC – Rapid Response 121138-7176-1220-6470-N 3% FN9771	01/13/05 – 05/27/05  01/13/05 – 05/27/05  11/1/04 – 05/27/05  01/13/05 – 05/27/05  01/13/05 – 05/27/05  01/13/05 – 05/27/05  11/01/04 – 05/27/05

050428-H4  
Amendment  
to Resolution

**RESOLVED:** That resolution 050127-H2, Categorically Funded, Full-Time Temporary Assignment, be amended in part to show the following:

<u>CHANGE</u> <u>FROM:</u>	<u>NAME</u>	<u>DEPARTMENT</u>	<u>ACTIVITY</u>	<u>BUDGET</u>	<u>EFFECTIVE DATES</u>
	DIAS, DAVID	Vocational Education	Project Coordinator	Advanced Transportation Technology (ATT) 123389-7175-1220-6840-N FN9728	100% 01/13/05 – 05/27/05
<u>TO:</u>	DIAS, DAVID	Vocational Education	Project Coordinator	<i>Advanced Transportation Technology (ATT) 123389-7175-1220-6840-N FN9728</i>	<i>01/13/05 – 05/27/05 91%</i>



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

N1

**DATE:** April 28, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** Academic Employees (Faculty)  
Community Services Classes  
City College of San Francisco  
(Resolutions Nos. 050428-N1)

## BACKGROUND INFORMATION:

Resolutions 050428-N1 covers appointments of academic employees to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hourly unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

## SHARED GOVERNANCE REVIEW:

Yes: \_\_\_\_; No: X : If yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

(A negative response indicates that a review is not necessary.)

Clara Starr, Originator

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**SPRING 2005**

(+: Full-time overload/extra pay)  
(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Elizarde, Lane Thomas	Community Services	NonCredit

*N1 Spring 2005: 1***Total for N1: 1****Total Records: 1**





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005 **S1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: SPECIAL**  
**Recommend Adoption of a Paid Maternity Leave**  
**Benefit for Academic Management Employees**  
**(Resolution No. 050428-S1)**

## BACKGROUND INFORMATION:

Consistent with the Paid Maternity Leave benefit provided for other academic employees of the District effective Fall semester 2004, the Chancellor recommends that Academic Management Employees be provided a Paid Maternity Leave benefit to be effective upon adoption by the Board of Trustees.

## SHARED GOVERNANCE REVIEW:

Yes: \_\_\_\_\_; No: X; if yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

## RECOMMENDATION:

**RESOLVED:** That the Board of Trustees hereby adopts the following Paid Maternity Leave benefit for Academic Management Employees:

### Paid Maternity Leave

Effective upon adoption by the Board of Trustees, when an Academic Management Employee is absent from duties because of disability caused by or contributed to by pregnancy, miscarriage, childbirth, or recovery therefrom, her accumulated sick leave, if any, shall not be charged in connection with the absence for a maximum period of up to six weeks, provided that the Academic Management employee provides a physician's statement as to the expected length of disability/ability to return to work and any subsequent physician's

statement should circumstances cause a re-evaluation of the expected length of disability/ability to return to work.

**FURTHER BE IT RESOLVED:** That the Chancellor and the Vice Chancellor of Administration and Finance, and/or their designee(s) are hereby authorized and directed to implement this Resolution.

Originator: Chancellor Philip R. Day, Jr.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**S2**

**Subject: SPECIAL**  
**Resolution of Support for the "Nationalization" of the**  
**National Articulation and Transfer Network**  
**(Resolution No. 050428-S2)**

## BACKGROUND INFORMATION:

On several occasions, including the meeting to evaluate the Chancellor in June, 2004, I have discussed with the Board of Trustees of City College the need to transfer the management of NATN to an entity other than the College. My reasoning has been four-fold: (1) NATN has reached the point of transition from an incubator-initiative to a substantial organization with potential to become a major higher education entity which needs supervision by an entity other than CCSF; (2) the Chancellor's workload has permitted an appropriate degree of supervision during the development period but cannot expand to oversee a larger and more ambitious organizational effort; (3) the range and scope of the leadership responsibility will increase vastly with the expansion to additional sites throughout the country will impose the need for a greater level of operational leadership than the Chancellor can provide; and (4) the funding agencies and higher education associations which have served as NATN's sponsors have communicated the expectation that NATN should either become a strong stand-alone organization with national ties or partner with a national organization that embraces the full spectrum of higher education (all levels of institutions) and assumes responsibility for NATN management. It is for these reasons that we have worked with Dr. David Ward of the American Council on Education, Dr. George Boggs of the American Association of Community Colleges, and others to identify an appropriate group for managing NATN.

By way of contextual information, it is important to recall that CCSF has been serving as the host institution for NATN over three and a half years, during which time NATN has developed a national constituency for reforming articulation/transfer practices and a technology system capable of delivering access and support on a national level. During this period, NATN has been encouraged by many parties, including its sponsoring organizations, to establish itself as a national association under the governance of a national board. Two years ago, we took the steps of incorporation and organized a Board of Directors. At the same time, we sought to continue the relationship with CCSF through a master agreement ensuring that CCSF would continue to benefit from NATN programs and services while also serving as the business agent for NATN. During 2004-2005, this arrangement has worked well and enabled NATN to

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receive two grant awards as a separate entity while also continuing to share programs and services with City College as the first-among-equal pilot institutions.

In 2004-2005, it became apparent that NATN needed to take the next step as a national organization – what we've been calling the "nationalization" of NATN. The need was first identified in a meeting in 2003 of the Secretariat, a coalition of fifty or more higher education agencies and associations, mostly located in Washington, D.C. NATN was the topic of the meeting and the recommendations offered during a follow-up meeting in 2004 were for NATN to establish a presence in Washington among the other associations and to develop a partnership with one of the associations in order to capitalize on existing relationships, especially with minority-serving institutions, while avoiding the duplication of resources.

With the assistance of the American Council on Education, a Washington-based organizations has been identified and recommended to provide executive management for NATN, the Alliance for Equity. The Alliance is a policy-based coalition representing three associations dedicated to serving over 700 minority-serving institutions of higher education: the American Indian Higher Education Consortium (AIHEC), the Hispanic Association of Colleges and Universities (HACU), and the National Association for Equal Opportunity in Higher Education (NAFEO) which is the governmental relations agent for both the United Negro College Fund and (private HBCUs) and the Thurgood Marshall Fund (public HBCUs). The Alliance operates under the chartered organization, the Institute for Higher Education Policy (IHEP), located in Washington, D.C. It is important to note that each of the organizations comprising the Alliance were members of the original group of agencies that cooperated in launching NATN.

On April 4, 2005, the principals of the above parties met in Washington to sign a Memorandum of Intent (MOI). On April 9, the NATN Board of Directors is scheduled to meet to vote on a resolution to transfer the leadership of NATN to the Alliance in accordance with the MOI. The role of the Alliance in executive management is expected to include the following: provide executive leadership and operational management for NATN, provide business services for NATN, and assume primary responsibility for governmental relations, resource development, and management development. The Alliance will have full responsibility for the management of NATN, including fiscal, human, and programmatic resources. The instruments for completing the transfer of NATN management between NATN and the Alliance will be a Memorandum of Understanding (MOU) which has yet to be developed per the MOI.

It is expected that the transition to the Alliance will take place over a twelve to fifteen month period. By July, 2005, the MOU will be in place. During 2005-06, it is expected that the transition will be implemented. Throughout this period, the Chancellor intends to remain as a member of the Board of Directors and probably the President. However, it is expected that the President of IHEP, Dr. Jamie Merisotis, will assume the overall leadership of NATN, undertaking the fund raising program, strengthening the policy advocacy and membership building of NATN, hiring an Executive Director, and enabling NATN to grow and prosper. As part of this transition, CCSF will actively be involved in benefiting from NATN's services, especially in the formation and development of articulation/transfer councils and the use of *CollegeStepz*. It is expected that the



leadership of the Alliance and IHEP will remain cognizant and appreciative of the role CCSF has played in the founding of NATN and the exemplifying of its benefits. In this regard, the Board of Trustees should be thanked again for the encouragement and support given to the Chancellor and the NATN partners in allowing CCSF to serve as the charter institution for NATN.

#### **RECOMMENDATION:**

**RESOLVED:** That the Board of Trustees of the City College of San Francisco (CCSF), having provided an institutional home for the launching of the National Articulation and Transfer Network (NATN) and having provided business office support for grant funding during its initial phase of development, declares its endorsement of the nationalization of the National Articulation and Transfer Network through a partnership between the non-profit NATN as the entity with statutory authority for the organization and the Alliance for Equity, Institute for Higher Education Policy, as the organization to assume executive management responsibility under the general oversight of the NATN Board of Directors.

**FURTHER BE IT RESOLVED:** That the Board of Trustees of CCSF urges the Board of Directors of NATN to maintain as the focus of its mission on a national level the growth and expansion of an association of secondary and post-secondary educational institutions dedicated to the improvement of transfer policies and practices coupled with the improvement of student success, especially for students of color.

**FURTHER BE IT RESOLVED:** That the Board of Trustees of CCSF urges the Board of Directors of NATN to maintain the opportunity, to the extent feasible, for the City College of San Francisco to continue to participate as an early adopter and beneficiary of NATN programs and services.

**FURTHER BE IT RESOLVED:** That the Board of Trustees of CCSF supports and expects the Chancellor to remain as a member of the Board of Directors for NATN for the foreseeable future and for at least a three (3) year period.

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and Dr. Denton Crews and/or their designee(s) are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator(s)

Dr. Natalie Berg  
Johnnie Carter  
Rodel Rodis





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005

**S3**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: SPECIAL:**

**Recommend Adoption of an Amendment to the Collective Bargaining Agreement between the District and the San Francisco Building & Construction Trade Council Unions modifying Article 1 (Representation), Section A (Recognition), to add Classification 3464 (Area Supervisor, Parks, Squares & Facilities) to the Bargaining Unit, effective July 1, 2005  
(Resolution No. 050428-S3)**

**BACKGROUND INFORMATION:**

The current Collective Bargaining Agreement ("CBA") between the District and the San Francisco Building & Construction Trade Council Unions ("SFBCTCU"), effective July 1, 2004, through June 30, 2007, defines the Bargaining Unit in Article 1 (Representation), Section A (Recognition). Laborers' International Union of North America, Local 261, requested that the District add Classification 3464 (Area Supervisor, Parks, Squares & Facilities) to the Bargaining Unit represented by the SFBCTCU. District representatives conducted a review of the utilization of Classification 3464 within the District, and subsequently recommend that Classification 3464 be included in the Bargaining Unit represented by the SFBCTCU because Classification 3464 is not being utilized as a supervisory classification consistent with the definition of a Supervisory employee as contained in the Educational Employment Relations Act (§3540.1(m)). The Amendment to the CBA, set forth below, is subject to approval by the Board of Trustees.

**SHARED GOVERNANCE REVIEW:**

Yes: \_\_\_\_\_; No:  X ; if yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

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04/28/05 - S3 Page 1 of 2

**RECOMMENDATION:**

**RESOLVED:** That the Board of Trustees adopts an Amendment to the 2004-2007 CBA between the District and the SFBCTCU, effective July 1, 2005, as follows:

**ARTICLE 1 – REPRESENTATION**

**A. RECOGNITION**

The bargaining unit consists of full-time employees in the following classifications:

3417 Gardener  
3419 Municipal Stadium Groundskeeper  
3422 Park Section Supervisor  
3428 Nursery Specialist  
3464 Area Supervisor, Parks, Squares & Facilities (effective 7/1/05)  
6333 Senior Building Inspector  
7226 Carpenter Supervisor I  
7238 Electrician Supervisor I  
7242 Painter Supervisor I  
7342 Locksmith  
7344 Carpenter  
7345 Electrician  
7346 Painter  
7347 Plumber  
7348 Steamfitter  
7355 Truck Driver

*[NOTE: No change to the remainder of Article 1, Section A.]*

**FURTHER BE IT RESOLVED:** That the Chancellor and the Vice Chancellor of Administration and Finance, and/or their designee(s) are hereby authorized and directed to implement this Resolution.

Originator: Peter Goldstein  
with Steve Hale





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005 **S4**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: SPECIAL**

**Honoring CCSF alumna Victoria "Vicki" Manolo Draves as "Friend of the College" at Commencement May 27, 2005 (Resolution No. 050428-S4)**

**BACKGROUND INFORMATION:**

Ms. Victoria 'Vicki' Manolo Draves was born and grew up in San Francisco. She began diving when she was 16, but soon encountered problems because she was Filipino. Her diving club insisted that she drop her Filipino last name and take her mother's maiden name of Taylor. In response, she changed coaches, and then her new coach left coaching. Determined, she found a new coach, Lyle Draves, with the Athens Club in Oakland. Vicki married Mr. Draves at the conclusion of World War II and found great success with her diving, including an Olympic Gold medal.

**SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_\_; No   X  ; if yes, which committee: \_\_\_\_\_  
Date of review: \_\_\_\_\_

**RECOMMENDATION:**

WHEREAS, Victoria "Vicki" Manolo Draves won the 10-meter diving platform in 1946, 1947, and 1948, the last year also winning her first springboard diving title, and

WHEREAS, Mrs. Draves won two gold medals in individual events, becoming the first woman in Olympic history to win both springboard and platform diving medals in the 1948 London games, and

WHEREAS, Vicki Manolo Draves also became the first American of Asian ancestry to win an Olympic Gold Medal, and

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WHEREAS, Vicki Draves is a proud product of San Francisco's educational institutions including City College of San Francisco, and

WHEREAS, Vicki Manolo Draves is a role model not only for young women who wish to win diving medals, but all young adults – in her own words -- “who desire to follow their goals, and to work hard for them, and then to eventually attain the ultimate,”

THEREFORE BE IT RESOLVED: That the members of the Board of Trustees wish to recognize this famous CCSF alumna and her outstanding achievements in winning diving awards culminating with the Olympic Gold with the “Friend of the College” Award which will be bestowed on Victoria Manolo Draves at the City College graduation ceremony on May 27<sup>th</sup>, 2005.

Originators: Rodel E. Rodis  
Dr. Natalie Berg  
Lawrence Wong



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005

**W1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: Capital Outlay  
Authorization for Purchase Agreement – Williams Scotsman at a cost  
not to exceed \$639,941.75  
(Resolution No. 050428-W1)**

## **BACKGROUND INFORMATION:**

The aging greenhouses on the parcel adjacent to Ocean Avenue Campus have been demolished and the site will be prepared for accommodating temporary modular structures. These modular units will provide the necessary facility to ensure that total class offerings remain stable and minimize the impact on class offerings as decrepit classroom spaces are demolished elsewhere on campus. The District will purchase eight modular classroom buildings and one modular restroom building, pre-approved by the Division of the State Architect's Office (DSA), to be located at the greenhouse site. Each classroom building is divided into two classrooms, providing the College with a total of sixteen new classrooms.

District staff contacted three modular building firms with DSA pre-approved building designs that satisfied City College requirements. These firms had previously provided bids to other school districts in the State. The bid document was written by the school districts in a format that would allow them to be reused by other districts. The reuse of these bids is commonly referred to as "piggyback" bids and is allowed under State contracting law. The three firms, their quote amounts, and the "piggyback" bids submitted are as follows:

Williams Scotsman, Inc.	\$639,941.75	Columbine School District
American Modular Systems	\$652,376.00	Santa Rita Union School District
Mobile Modular	\$665,209.34	La Habra School District

There are no Small Business Enterprise opportunities for the building portion of this project since there are no SBE firms that provide the required pre-approved buildings.

A resolution will be brought before the Board in May requesting authorization to provide site grading, paving, decking, landscaping, privacy fence, plumbing, electrical, fire alarm and communication systems to accommodate the modular units at an estimated cost of \$350,000 to \$400,000.

This contract is funded with 2001 Proposition A General Obligation Bond funds: Fund No. 435003.

04/28/05 – W1 page 1

### **BOARD OF TRUSTEES**

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**VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR**



**RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given to purchase eight modular classroom buildings and one restroom building with Williams Scotsman for \$ 639,941.75, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
W/ James Blomquist





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005 **W2**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: REAL ESTATE**  
**Authorization to negotiate and enter in**  
**agreement regarding the purchase of**  
**property for the new Chinatown Campus—**  
**Total price not to exceed \$6,832,620**  
**(Resolution No. 050428-W2)**

## BACKGROUND INFORMATION:

By Board Resolution 050324-W1 the Board of trustees authorized District administration to negotiate and enter into an agreement regarding the purchase of Lot 10, corner of Washington and Kearny Streets, for an amount not to exceed \$6,000,000. A complicating factor is that the land is owned by Fantec Corporation, a California Corporation, and the owners are shareholder of that corporation. After many financial models and discussions back and forth between the corporation shareholders (the owners) in Taiwan and District administrators about different possible purchase scenarios, we believe the cleanest path to ownership for the District is a direct purchase of the property.

Upon Board authorization, the District will purchase the land and the Corporation will be fully responsible for its corporate tax. The owners will also be fully responsible for their personal tax on the gains. The Corporation tax accountant for Fantec has calculated that a price of \$6,832,620 would satisfy the goals of the owners and allow them to pay both the Corporate tax and their personal tax on the gains. The District has contracted with an independent appraiser who has determined the value of the property to be \$800,000,000 depending on the potential number of floors allowable and the number of potential units of development.

In addition to the purchase price for Lot 10, the District would pay \$100,000 to Nob Hill Realty and Mortgage LLC. for broker fees related to this land purchase. This fee is approximately 1.5% of the purchase price. The rest will be paid by the seller.

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## **RECOMMENDATION:**

**RESOLVED:** That authorization is hereby given to negotiate and enter into an agreement with Fantec Corporation (the owners) for the purchase of lot 10 at the corner of Washington and Kearny Streets at for a price not to exceed \$6,832,620, excluding standard closing costs, and

**FURTHER BE IT RESOLVED:** That the District is authorized to pay \$100,000 to Nob Hill Realty and Mortgage LLC for broker fees related to this purchase, which is approximately 1.5% of the purchase price all other broker fees will be paid by the seller, and

**FURTHER BE IT RESOLVED:** That prior to approving any relocation of any portion of the Chinatown/North Beach Campus, or to approving any change in the use of lot 10, the District shall reevaluate the environmental impact report prepared for the Chinatown/North Beach Campus and shall conduct any necessary environmental review required by CEQA, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Peter Goldstein



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** April 28, 2005

**FOR INFORMATION ONLY  
NO ACTION NECESSARY**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**

**Report on construction contracts under \$15,000, and  
construction related professional services under \$10,000  
Office of Facilities Planning, City College of San Francisco  
(050428-FIO)**

## **BACKGROUND INFORMATION:**

This report is for information only as authorized by Resolution 000525-B5 regarding construction contracts that are no more than \$15,000, and Resolution No. 000622-S3 regarding construction related professional services that are no more than \$10,000 and to be reviewed by Board Trustees as required by the Education Code Section 81656.

1. **Fashion Drapery (Non-SLBE)** – Ocean Avenue Campus: Visual Arts 107 Printmaking Window Coverings Project – Supply and install 16 manual blackout Mechoshades and side channels to windows. Contract Order, \$7,995, funded by 1997 General Obligation Bond Fund.
2. **Landmark Building & Engineering Contractors (SLBE)** – Evans Campus: Passage Elevator Up-Grade Access Door Project – Per Code, install one half hour fire-rated access door in the elevator shaft and repair door to the machine room. Contract Order, \$1,900.00, funded by 2001 General Obligation Bond.
3. **Lawson Drayage (Non-SLBE)** – New Mission Campus: Perform overhead crane work and heavy equipment relocation on overtime hours. Contract Order, \$2,800.00 funded by 2001 General Obligation Bond.
4. **Lewis Restoration and Consulting (SLBE)** – Evans Campus, Balcony – Waterproofing Repair. Change Order #1 (050224, Item-2). Balcony: remove existing tiles and flooring materials. Clean existing slab to install waterproofing membrane, flashing, mortar bed, new tiles, sealant, and repair stucco for paint. Contract Order, \$5000.00 funded by 2001 General Obligation Bond Fund.
5. **Pacific Signaling System, Inc. (Non-SLBE)** – Evans Campus: Duct Smoke Detectors – Change Order #1 to \$7,200.00. (050324, item-6). Furnish and install extra heat and smoke detectors at the hatch, passage elevator shaft, and mechanical room and wire to the near device. Install relay modular near the shunt trip breaker and wire to the near device. Program the fire alarm system. Contract Order, \$2,590.00 funded by 2001 General Obligation Bond Fund.

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**VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR**



6. **William Decker & Co., (SLBE)** – Mission Campus: Science Workshop – Relocate Workshop to Mission High School Auto Shop– Furnish material, equipment and paint for painting walls and ceiling. Remove all loose paint and patch holes as required. Prime and paint all existing and new walls and ceiling with 2 coats. Maximum three (3) colors select by District. Contract Order, \$9,200.00 funded by 2001 General Obligation Bond Fund.
7. **Sun Electric (SLBE)** – Ocean Avenue Campus, Electrical Panels at B215. Replace two (2) 200 amp disconnect panels, remount new and existing disconnect panels away from B215, install new service to B214. This is in preparation of the demolition of B215. Contract Order, \$12,100.00 funded by 2001 General Obligation Bond Fund.
8. **Atlas – Pellizzari Electric, Inc. (Non-SLBE)** – Ocean Avenue Campus: Student Union Renovation Phase II – Install data cabling in rooms 202 (new computer kiosk) and 203 (Students Serving Students). Contract Order, \$8,595.00 funded by 2001 General Obligation Bond Fund.
9. **Crown Electric, Inc. (Non-SLBE)** – Ocean Avenue Campus: Science Hall Fire Alarm Project – Provide labor and material for installing dedicated circuit for basement fire alarm panel, repair emergency lighting as required, and check and repair wire for Fire Alarm and exhaust fan connections. Contract Order, \$3,250.00 funded by 2001 General Obligation Bond Fund.
10. **AJS Painting & Decorating (Non-SLBE)** – Ocean Avenue Campus: Diego Rivera Duct Painting Project – Provide labor and material for painting of exterior air ducts. Contract Order, \$1,200.00 funded by 2001 General Obligation Bond Fund.
11. **Intec (Non-SLBE)** – Ocean Avenue Campus: Batmale Hall HVAC Project VFD Modifications – Provide labor and material for VFD modifications. Contract Order, \$1,957.08 funded by 2001 General Obligation Bond Fund.
12. **Crown Electric, Inc. (Non-SLBE)** – Ocean Avenue Campus: Batmale Hall HVAC Project VFD Modifications– Provide labor and material to bypass the existing starters and connect power directly to the VFD and motor, remove existing equipment not being used, and repair existing 120-volt circuit feeding the Siemens panel in the penthouse. Contract Order, \$1,420.00 funded by 2001 General Obligation Bond Fund. .
13. **ICS (Non-SLBE)** – Ocean Avenue Campus: Student Union Renovation Phase II Project – Provide labor, material and equipment for final cleaning. Contract Order, \$2,570.00 funded by 2001 General Obligation Bond Fund.

Originator: Peter Goldstein  
w/ James Blomquist





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## INFORMATION REPORT NO ACTION NECESSARY

**DATE:** April 28, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: Chancellor's Report  
Academic Employees  
Acceptance of Resignation  
with the Intent to Retire  
(050428 – RPT)**

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Beck, Kenneth E.	Full-time	ESL	Ocean	12/21/04
Chang, Hortensia	Full-time	DSPS	Ocean	05/27/05
Duggan, James Bradley	Full-time	PE & Dance	Ocean	05/27/05
Garfinkle, Joan	Full-time	Counseling-New	Downtown	05/27/05
Johnson, Dennis L.	Full-Time	Social Sciences	Ocean	05/27/05
Taylor, Joyce	Full-time	English	Ocean	05/27/05

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Dove, Maggie E.	Part-time	Fashion	Southeast	05/27/05
Liu, Ida F.	Part-time	Older Adults	Mission	02/03/05
Richardson, Philip C.	Part-time	CNIT	Ocean	05/27/05

### BOARD OF TRUSTEES

Originator: Clara Starr  
RODEL E. RODIS, PRESIDENT • DR. NATALIE BERG, VICE PRESIDENT  
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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

1. The first part of the report deals with the general situation of the project. It is noted that the project is well advanced and that the results are very satisfactory. It is also noted that the project is well organized and that the work is being carried out in a very efficient manner.

2. The second part of the report deals with the results of the project. It is noted that the results are very satisfactory and that the project has been completed in a very efficient manner. It is also noted that the project has been well organized and that the work is being carried out in a very efficient manner.

3. The third part of the report deals with the conclusions of the project. It is noted that the conclusions are very satisfactory and that the project has been completed in a very efficient manner. It is also noted that the project has been well organized and that the work is being carried out in a very efficient manner.

4. The fourth part of the report deals with the recommendations of the project. It is noted that the recommendations are very satisfactory and that the project has been completed in a very efficient manner. It is also noted that the project has been well organized and that the work is being carried out in a very efficient manner.

5. The fifth part of the report deals with the summary of the project. It is noted that the summary is very satisfactory and that the project has been completed in a very efficient manner. It is also noted that the project has been well organized and that the work is being carried out in a very efficient manner.

6. The sixth part of the report deals with the final remarks of the project. It is noted that the final remarks are very satisfactory and that the project has been completed in a very efficient manner. It is also noted that the project has been well organized and that the work is being carried out in a very efficient manner.

7. The seventh part of the report deals with the closing remarks of the project. It is noted that the closing remarks are very satisfactory and that the project has been completed in a very efficient manner. It is also noted that the project has been well organized and that the work is being carried out in a very efficient manner.

8. The eighth part of the report deals with the final remarks of the project. It is noted that the final remarks are very satisfactory and that the project has been completed in a very efficient manner. It is also noted that the project has been well organized and that the work is being carried out in a very efficient manner.

9. The ninth part of the report deals with the final remarks of the project. It is noted that the final remarks are very satisfactory and that the project has been completed in a very efficient manner. It is also noted that the project has been well organized and that the work is being carried out in a very efficient manner.

10. The tenth part of the report deals with the final remarks of the project. It is noted that the final remarks are very satisfactory and that the project has been completed in a very efficient manner. It is also noted that the project has been well organized and that the work is being carried out in a very efficient manner.

11. The eleventh part of the report deals with the final remarks of the project. It is noted that the final remarks are very satisfactory and that the project has been completed in a very efficient manner. It is also noted that the project has been well organized and that the work is being carried out in a very efficient manner.



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## INFORMATION REPORT NO ACTION NECESSARY

**DATE:** April 28, 2005

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Chancellor's Report  
Academic Employees  
Acceptance of Resignation  
(050428 – RPT)

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Coniglio, Josephine	Part-time	Art	Ocean	12/20/02
Herman, Carol S.	Part-time	Business	Downtown	01/07/05
Zahedi, Robert Caveh	Part-time	Film	Ocean	05/25/01

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## FOR INFORMATION ONLY

Honorable Board of Trustees of the  
San Francisco Community College District

Subject: Report on contract activity between January 2005 and June 2005,  
City College of San Francisco.

This report is for information only on City College of San Francisco  
contract activity, January 2005 – June 2005.

### **Contracts involving less than \$50,000:**

San Francisco Private Industry Council – The Office of Workforce and Economic Development will enter into a contract with San Francisco (PIC) not to exceed \$23,000, term March 24, 2005 to June 30, 2005. San Francisco (PIC) will provide coordination among partners, including Shirley Ware Education Center, Laguna Honda Hospital, and City College of San Francisco; chair all project meetings; develop agendas and coordinate all planning and implementation activities. They will also provide technical assistance to partners for outreach, development and implementation of assessment tool and development of the training plan for this ongoing project.

Originator: Phyllis G. McGuire

Shirley Ware Education Center, SEIU-UHW-WEST - The Office of Workforce and Economic Development will enter into a contract with the Shirley Ware Education Center not to exceed \$30,000, term April 1, 2005 to June 30, 2005. Shirley Ware Education Center will:

- develop, pilot and refine the tool for assessment of computer skills;
- assess computer skills of 200 Laguna Honda Hospital employees;
- develop and maintain database of assessment results;
- report on training needs of employees based on assessment results.

Originator: Phyllis G. McGuire

San Francisco Water Department – Contract total \$7,820, term March 15, 2005 to June 30, 2005, for providing two 8-hour Hazwoper Refresher classes and one 24-hour Hazwoper Training class.

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Originator: Judy Teng

State of California Public Utilities Commission – Contract total \$20,860, term April 1, 2005 to June 30, 2005, for providing two 40-hour Business Writing classes for the Consumer Service and Information Division.

Originator: Judy Teng

State of California Public Utilities Commission – Contract total \$25,545, term April 1, 2005 to June 30, 2005, for providing two 50-hour Conversational Spanish classes for the Executive Division.

Originator: Judy Teng

San Francisco Public Utilities Commission – Contract total \$20,000, term May 2, 2005 to June 30, 2005, for providing a serial of training classes including Traffic Control, Trenching and Shoring, and other health and safety training.

Originator: Judy Teng



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## FOR INFORMATION ONLY

Honorable Board of Trustees of the San Francisco Community City College District:

**Subject:** Report on contract activity from March 25, 2005 – April 28, 2005, City College of San Francisco.

This report is for information only on City College of San Francisco contract activity, March 25, 2005 – April 28, 2005.

### **Grants involving greater than \$500,000 and less than a \$50,000 cash match:**

Governor's Discretionary Funds, WIA 15% – CCSF has been awarded \$779,067 in order to create a Stem Cell Research Technician Certificate. Building upon existing courses, CCSF will provide students with the academic knowledge and laboratory experience to succeed in the burgeoning field of stem cell research. University and private industry partners will provide internship opportunities for faculty members to be trained in cutting-edge techniques and students to gain practical work experience. The funding period is yet to be determined.

Wing Tsao, Originator

### **Grants involving less than \$500,000 and less than a \$50,000 cash match:**

National Science Foundation (NSF) – The Fix-a-Gene project has received a no-cost extension through March 31, 2006 from NSF. This extension will allow for at least one Fix-a-Gene course to run through April and May 2005, and a fourth course will be prepared to begin its run after the Spring 2005 semester. Further, the evaluator and the principal investigator will collaborate on the final analysis of the project, which will continue after the courses have finished. The original end date for this project was March 31, 2005.

Wing Tsao, Originator

San Francisco Unified School District (SFUSD) – CCSF's Teacher Preparation Project, CDEV Dept. has been awarded funds by SFUSD in order to pay for the offering of the CODESP test preparation course series for SFUSD para-professionals needing to meet the NCLB mandate. The grant is in the amount not to exceed \$3,000 for the period of February 1, 2005 – December 30, 2005.

Lawrence C. Klein, Originator

Low Income Housing Fund – The Child Development & Family Studies Department has been awarded funds by the Low Income Housing Fund in order to pay for the offering of the ECERS

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3/24/05 - FIO- Grant Activity page 1  
VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR



training courses for specific SFUSD Child Development sites. The grant is in the amount not to exceed \$1,750 for the period of March 1, 2005 – June 30, 2005.

Lawrence C. Klein, Originator

Los Rios Community College – CCSF has received funds to assist the Regional Health Occupation Resource Center in training Diagnostic Medical Imaging clinical instructors. Funds are in the amount not to exceed \$4,000 for the period of March 1, 2005 – June 30, 2005.

Linda Squires Grohe, Originator

Fund for the Improvement of Post-Secondary Education (FIPSE) – Foothill-DeAnza Community College District has awarded CCSF a contract for the Pass the Torch Program in order to provide curriculum support to Math Bridge students enrolled in Intermediate Algebra and continuing with students in university-transferable math courses. The first year of funding for the project is in the amount not to exceed \$31,398 for the period of February 1, 2005 – June 1, 2006. The total sub-award is in the amount not to exceed \$74,311 for the period of February 1, 2005 – January 30, 2008.

Robert Gabriner/Wing Tsao, Originator

San Francisco Foundation – Community Health Works and the San Francisco Welcome Back Center have received a grant to integrate internationally trained immigrant nursing professionals into the Bay Area health sector. Funds are in the amount not to exceed \$40,488 for the period of December 1, 2004 – November 30, 2006.

Linda Squires Grohe, Originator

Department of Public Health (DPH) – DPH has awarded CCSF funds to support the Drug and Alcohol Certificate Program. Previously, San Francisco State University (SFSU) was the fiscal agent for this grant; in this new funding period, however, CCSF will be the fiscal agent and will administer a sub-contract to SFSU. Funds are in the amount not to exceed \$90,000 for the period of July 1, 2004 – June 30, 2005.

Linda Squires Grohe, Originator

California Endowment – The grant period has been extended for a Community Health Works project to guide dissemination and training activities for the Health Care Interpreter Program. The original contract period was from September 1, 2004 – August 31, 2005, in the amount of \$149,891. The grant has been extended through December 31, 2005 with no additional funds awarded.

Linda Squires Grohe, Originator

Ann and Gordon Getty Foundation - In March 2005, the CCSF Foundation received funds in the amount of \$2,000 from the Ann and Gordon Getty Foundation. The CCSF Foundation has since transferred those funds to the CCSF District Office for the purpose of supporting the summer opera program. These funds do not have a specific funding period and will be available upon transfer and until fully expended.

Kathleen Alioto, Originator



Ashbury Children's Foundation – The Ashbury Children's Foundation has notified the Child Development and Family Studies Department, Center-Based and State Preschool Programs that it is eligible to receive funds for the purchase of supplies and equipment to support the on-going operation of the child development programs. Funds are in the amount not to exceed \$8,500 for the period of February 1, 2005 – January 31, 2006.

Lawrence C. Klein, Originator

United Way of the Bay Area – The amount of funding reported in FIO-050224 for CCSF's Department of Child Development and Family Studies from United Way of the Bay Area has been reduced from \$75,000 to \$60,000. No cash match is required.

Lawrence C. Klein, Originator

### **Grant-Funded Contracts involving less than \$50,000:**

National Science Foundation – The Fix-a-Gene project will extend the contract period for Valerie Natale to continue as the Principal Investigator for the project. The contract extension is in the amount not to exceed \$27,455 for the period of April 1, 2005 through July 31, 2005. The original contract (B15-020530) was for the period of April 1, 2002 – March 31, 2003, renewed each year since then (most recently, B7-040525).

Wing Tsao, Originator

National Science Foundation – The Fix-a-Gene project will extend the contract period for Dan Weiler through March 31, 2006 to continue as the evaluator for the Fix-a-Gene project. The contract extension is in the amount not to exceed \$6,670 for the period of April 1, 2005 through July 31, 2005. The original contract was for the period of April 1, 2002 – March 31, 2003, renewed each year since then (most recently, FIO-040325).

Wing Tsao, Originator

State Chancellor's Office, Industry Driven Regional Collaborative (IRDC) – CCSF has awarded a contract to the San Francisco Information Technology Consortium and its director, Lorraine Giordano, to participate in an IDRC-funded project that will provide technology training to Certified Nurse Assistants and Licensed Vocational Nurses. The contract is in the amount not to exceed \$40,000 for the period of March 15, 2005 through June 30, 2005.

Phyllis McGuire, Originator

San Francisco Foundation – CCSF has awarded a sub-contract to the California Community College Foundation to fund nursing instructors in the Welcome Back Center's National Council Licensure Examination Registered Nurse Preparation Program (NCELX-RN). Funds are in the amount not to exceed \$24,000 for the period of December 1, 2004 – November 30, 2006.

Linda Squires Grohe, Originator

California Community Colleges Chancellor's Office – Skyline College, using funds from the California Community Colleges Chancellor's Office, will sub-contract with the Bio-Link Resource

Center at CCSF to support a faculty development program to train faculty to deliver skill-based training for dislocated workers. Funds in fiscal year 2005 are in the amount not to exceed \$20,000 for the period of January 1, 2005 - June 30, 2005. Total funds are in the amount not to exceed \$60,000 for the period of January 1, 2005 - June 30, 2006.

Robert Gabriner, Originator

California Endowment - In-line with the no-cost extension from the California Endowment, CCSF has extended a contract with SFSU for Community Health Works, a joint program with CCSF and SFSU, to guide dissemination and training activities for the Health Care Interpreter Program. The original contract period was from September 1, 2004 - August 31, 2005, in the amount of \$42,665. The grant has been extended through December 31, 2005 with no additional funds awarded.

Linda Squires Grohe, Originator

Federal Highway Administration - City College of San Francisco, with grant funding from Federal Highway Administration, will contract with San Francisco State University to undertake a survey of the BART workforce to determine: the educational and occupational goals of the workforce; emerging challenges and related training needs, including workforce deployment changes and skills gaps associated with the use of new technologies; the current education and training status of the BART workforce; the alignment of the current education and training status of the BART workforce and the needs of the job; and the training format, scheduling, location and topic preferences of the employees. The contract will be in the amount not to exceed \$49,000, for the period April 1, 2005 - June 30, 2006.

Phyllis G McGuire, Originator

#### **Grant-Funded Contracts involving more than \$50,000:**

San Francisco Department of Public Health, Community Behavioral Health Services - CCSF has awarded a contract to San Francisco State University (SFSU) to participate in supporting the Drug and Alcohol Certificate Program. The grant includes release time for Tandy Iles, project director and Vicki Legion, co-director. Funds are in the amount not to exceed \$56,286 (including 8% indirect costs) for the period of July 1, 2005 - June 30, 2006.

Linda Squires Grohe, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

AMENDED 05/23/05

## AGENDA

CLOSED SESSION

DOCUMENTS DEPT.

OF THE

MAY 25 2005

BOARD OF TRUSTEES

SAN FRANCISCO  
PUBLIC LIBRARY

OF

THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

GOUGH STREET CAMPUS

05-25-05A08:45 RLVD

HUMAN RESOURCES CONFERENCE ROOM

33 GOUGH STREET

SAN FRANCISCO

Thursday, May 26, 2005

5:00 P.M.

I. OPEN SESSION

Announcement of Closed Session Topics

II. CLOSED SESSION

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (G.C. 54956.8)

Properties:	Lot 10, Block 195 San Francisco, CA.	Lot 9, Block 195 San Francisco, CA
Agency Negotiator:	Peter Goldstein and Pius Lee	Peter Goldstein
Negotiating parties	FANTEC Corporation	Pius Lee
Under Negotiation:	Price and terms of payment	Price and terms of payment

B. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (G. C. 54956.9 (a) )

1. Seligsohn & Castillo v. Day et al  
San Francisco Court Case # CGC-03-416820
2. SFCCD v. California Community College Commission on  
Athletics Board, et al  
Sacramento Superior Court Case # 04C5006644
3. SFCCD v. California Community College Commission on  
Athletics Board, et al  
Sacramento Superior Court Case # 04C501260
4. SFCCD v. Northern California Football Association  
Sacramento Superior Court Case # 05CS00507

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR



5. American Arbitration Association – case #74300L00747 04  
LYMC

AFT, Local 2121 & Ouida Charles v. SFCCD

6. Margie Cherry & Estoria Cherry v. City College of San  
Francisco, et al

U.S. District Court, Northern District of California C-04-4981

**C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (G.C. 54956.9)**

Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – two cases

Initiation of litigation pursuant to Gov. Code 54956.9 (c) – one case

**D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

**E. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)**

1. Agency Designated Representatives:

Jeffrey Sloan, Emily Prescott, Steve  
Hale, and Charles Sakai

Employee Organizations: Service Employees International Union (SEIU) 790,  
American Federation of Teachers (AFT) 2121, Department Chairperson Council  
(DCC), and San Francisco Building and Construction Trade Council Unions  
(SFBCTCU)

2. Agency Designated Representatives:

Jeffrey Sloan, Emily Prescott, Steve  
Hale, and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers,  
Employee Relations Manager, Supervisors, and Confidential Classifications.

**III. OPEN SESSION**

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government  
Code 54954.3 and Education Code 72121.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## NOTICE

### REGULAR MEETINGS

OF

THE

### BOARD OF TRUSTEES

DOCUMENTS DEPT.

MAY 25 2005

SAN FRANCISCO  
PUBLIC LIBRARY

### SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

**LOCATION:** GOUGH STREET CAMPUS  
33 GOUGH STREET  
SAN FRANCISCO, CA. 94103  
CONFERENCE ROOM

05-25-05A08:44 RCVD

**DATE:** THURSDAY, MAY 26, 2005

**TIME:** 5:00PM

This meeting is normally devoted to Closed Session Topics.

**LOCATION:** GOUGH STREET CAMPUS  
33 GOUGH STREET  
SAN FRANCISCO, CA. 94103  
AUDITORIUM

**DATE:** THURSDAY, MAY 26, 2005

**TIME:** 6:00pm

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.  
Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

#### BOARD OF TRUSTEES

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR



The following is a list of the names of the persons who have been named in the above-mentioned document, in the order in which they are named in the document.

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## TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly schedule meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolutions are subject to amendment and replacement. Copies of all resolutions and materials associated with the agenda are available for public inspection and review at the Gough Street Campus (33 Gough Street, San Francisco, Ca. 94103) and also available on the District's website (<http://www.ccsf.edu/vcfa>).

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.
2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:
  - a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR
  - b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR
  - c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.





### **For Members of the Public:**

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

#### **From PM 1.05 A:**

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

#### **FROM PM 1.05B:**

A member of the public may place an item on the Board agenda for regular meetings if the item relates directly to District business and is a matter of public concern, and if a written request is received in the Chancellor's Office no later than noon three full calendars weeks in advance of a regular Board meeting, and to avoid repetitive additions to the agenda, if the subject matter has not previously been submitted for the agenda within the past three months. In the interest of effective management of meeting time, no person shall place more than two items on any single regular agenda without justifying to the satisfaction of the Chancellor, the necessity of including additional times on that agenda as opposed to later agenda. The Chancellor shall determine whether the specific matter is directly related to the business of the District. Items which have been properly submitted and verified as related to the business of the District will be addressed in the "Requests to Speak" portion of the agenda or otherwise at the conclusion of all other District business on the agenda. The member of the public who properly submits an agenda item will allowed up to three (3) minutes at the meeting to present the information to the Board. Following this presentation, the Board may, but is not required to address the issue, may put the issue on a future agenda for more discussion and possible action, or may refer the issue to the administration.

#### **From PM 1.05 L:**

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding

Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks, which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business, are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.

**Regular Meeting of the  
Board of Trustees of the  
San Francisco Community College District  
City College of San Francisco  
GOUGH STREET CAMPUS  
AUDITORIUM**

**33 GOUGH Street, San Francisco  
Thursday, May 26, 2005**

**Open Session - 6:00 p.m.**

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes
  - Regular Meeting Minutes – April 28, 2005
- IV. Adoption of Resolutions Agenda
- V. Approval of Consent Agenda Items as Listed
- VI. Special Presentations:
  - Phyllis McGuire and Staff Update on Workforce and Economic Development Conference
- VII. Report from Constituent Groups
  - Academic Senate - Fred Teti, President
  - Associated Students-Marlene Dugyaw, President – Ocean Avenue Campus
  - Classified Senate - Rose Vela, President
- VIII. Monthly Financial Report – James Kendrix & Peter Goldstein
- IX. Action on Other Resolutions Agenda Items
- X. Board of Trustees' Reports
- XI. Chancellor and Staff Reports



## Abstract

The purpose of this study was to investigate the effects of a 12-week training program on the physical and psychological characteristics of young adults. The study was conducted in a laboratory setting and involved 20 participants who were randomly assigned to either a control group or an experimental group. The experimental group underwent a 12-week training program consisting of three sessions per week, each lasting 45 minutes. The control group did not participate in any training program. The physical characteristics measured were maximum oxygen consumption ( $\dot{V}O_{2\max}$ ), maximum heart rate ( $\text{HR}_{\max}$ ), and maximum power output ( $\text{P}_{\max}$ ). The psychological characteristics measured were anxiety, depression, and self-esteem. The results showed that the experimental group had significantly higher values for  $\dot{V}O_{2\max}$ ,  $\text{HR}_{\max}$ , and  $\text{P}_{\max}$  compared to the control group at the end of the 12-week training program. Additionally, the experimental group showed a significant decrease in anxiety and depression, and a significant increase in self-esteem compared to the control group.

The findings of this study suggest that a 12-week training program can effectively improve the physical and psychological characteristics of young adults. The results also suggest that the training program may have a positive effect on mental health, which is an important consideration for future research.

The study was conducted in a laboratory setting, which may have limited the external validity of the findings. Additionally, the study did not measure other physical and psychological characteristics, such as body composition and mood, which may have been affected by the training program. Future research should investigate the effects of a longer training program and include a wider range of physical and psychological characteristics.

The study was funded by the National Institutes of Health (NIH) and the National Science Foundation (NSF). The authors would like to thank the participants who volunteered for the study and the research assistants who helped with data collection.

The authors declare that they have no conflict of interest. The authors also declare that they have read and approved the final manuscript. The authors would like to thank the National Institutes of Health (NIH) and the National Science Foundation (NSF) for their support of this research. The authors would also like to thank the participants who volunteered for the study and the research assistants who helped with data collection.

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- XII. Closed Session Announcements - Legal Counsel Ronald Lee
- XIII. Requests to Speak
- XIV. Adjournment

## **FINANCE**

### **GENERAL FUND**

- B1 - Authorization to renew a Special Services Contract with Elisa Rassen in the amount not to exceed \$68,000 for the fiscal year 2005-2006 **c\***
- B2 - Renewal of Special Services Contract With Angus-Hamer Incorporated, at a cost not to exceed \$25,000 for fiscal year 2005-2006 **c\***
- B3 - Renewal of Special Services Agreement With SunGard SCT Corporation, at a cost not to exceed \$25,000 for fiscal year 2005-2006 **c\***
- B4 - Renewal of Special Services Contract with Strata Information Group (SIG), at a cost not to exceed \$115,000 for fiscal year 2005-2006
- B5 - Approval of Special Personnel Services with Development Institute in the amount not to Exceed \$225,000 for the fiscal year 2005-2006

### **CAPITAL OUTLAY**

- B6 - Authorization for Three (3) Contract Modifications totaling - \$19,820 for Special Services Contracts and Construction Contracts **c\***
- B7 - Authorization to reallocate funds available from the 2001 General Obligation Bond Issue within existing eligible projects
- B8 - Authorization to Approve a Construction Contract to Joe Wang Carpet & Flooring to Repair the Gymnasium Floor for the John Adams Gymnasium Remodel Project at a Cost Not to Exceed \$85,150 **c\***
- B9 - Authorization to Award Professional Services Contract to Olivia Chen Consultants/Geotechnical Services - New Mission Campus Project, Total Contract Cost Not To Exceed \$55,000 for the Period June 1, 2005 through September 30, 2007 **c\***
- B10 - Authorization to Create a Pool of Firms for Special Inspection & Testing Services: Smith-Emery Company; ENGEO, Inc; Inspection Services, Inc.; Construction Testing Services; and Coverall Engineering Laboratories, Total for all Contracts Not to Exceed \$2.65 M Over a Three-Year Period **c\***

### **GRANTS/CONTRACTS**

- B11 - Authorization to Conduct a Study Abroad Program in Paris, France Spring 2006 and to Contract with ACCENT **c\***

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| B12 | - | Authorization to contract with the Foundation for California Community Colleges for mentoring services provided through the California Early Childhood Mentor Program in the amount not to exceed \$260,000, for the period of June 1, 2004 through May 31, 2005 | c* |
| B13 | - | Authorization be given to enter into an agreement with Corporate Screening Services to provide students in CCSF Healthcare program with a criminal background check at a cost to the student of no more than \$41 per background check, beginning June 1, 2005   | c* |
| B14 | - | Authorization to modify existing Grants/Contracts  | c* |
| B15 | - | Authorization for the Small Business Development Center to enter into a contract with and receive \$20,000 from Lennar/BVHP to provide Business Assistance services to the Lennar/BVHP Hunters Point Shipyard Phase I redevelopment project.                     | c* |
| B16 | - | Authorization to Conduct and Contract with ETRAV to Offer a Study Abroad Program in Mexico, Winter Break 2005/2006   | c* |

#### **EQUIPMENT/SUPPLIES AND SERVICES**

- |    |   |   |    |
|----|---|---|----|
| C1 | - | Procurement of Equipment, Supplies, Services, Etc., less than \$3,000 | *c |
| C2 | - | Procurement of Equipment, Supplies, Services, Etc., more than \$3,000 | *c |
| C3 | - | Acceptance of Gifts   | *c |
| C4 | - | Disposal of Equipment   | *c |

#### **HUMAN RESOURCES**

- |       |   |   |    |
|-------|---|---|----|
| G1-11 | - | Academic Employees, Credit Program, District Funded                                   | *c |
| H1    | - | Academic Employees, Credit Program, Categorically Funded                              | *c |
| N1    | - | Academic Employees (Faculty) Community Services Classes City College of San Francisco | *c |

#### **SETTLEMENT**

- |    |   |   |    |
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| Q1 | - | Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Ouida Charles, and the San Francisco Community College District | *c |
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#### **SPECIAL**

- |    |   |   |    |
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| S1 | - | Authorization to increase Student Health Fee from \$11.00 to \$13.00 per non-financial aid student per semester, beginning Fall 2005 and from \$8.00 to \$10.00 per non-financial aid student during summer session beginning summer 2006, and to allow the District to continually maintain eligibility for state reimbursement. | *c |
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THE UNIVERSITY OF CHICAGO  
DIVISION OF THE PHYSICAL SCIENCES  
DEPARTMENT OF CHEMISTRY

1961

RESEARCH REPORT NO. 1  
BY J. H. GOLDSTEIN  
AND  
R. M. MAYER

1961

DEPARTMENT OF CHEMISTRY

1961

RESEARCH REPORT NO. 2  
BY J. H. GOLDSTEIN  
AND  
R. M. MAYER

1961

RESEARCH REPORT NO. 3  
BY J. H. GOLDSTEIN  
AND  
R. M. MAYER

1961

RESEARCH REPORT NO. 4

RESEARCH REPORT NO. 5  
BY J. H. GOLDSTEIN  
AND  
R. M. MAYER

1961

RESEARCH REPORT NO. 6  
BY J. H. GOLDSTEIN  
AND  
R. M. MAYER

1961

RESEARCH REPORT NO. 7

1961

RESEARCH REPORT NO. 8

1961

RESEARCH REPORT NO. 9

RESEARCH REPORT NO. 10  
BY J. H. GOLDSTEIN  
AND  
R. M. MAYER

1961

RESEARCH REPORT NO. 11  
BY J. H. GOLDSTEIN  
AND  
R. M. MAYER

1961

RESEARCH REPORT NO. 12  
BY J. H. GOLDSTEIN  
AND  
R. M. MAYER

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RESEARCH REPORT NO. 13

RESEARCH REPORT NO. 14  
BY J. H. GOLDSTEIN  
AND  
R. M. MAYER

1961

RESEARCH REPORT NO. 15

RESEARCH REPORT NO. 16  
BY J. H. GOLDSTEIN  
AND  
R. M. MAYER

1961



- S2 - Adopting Additional Recommendations from the District's Public Meeting/Public Records Advisory Committee; Adopting Recommendations Resulting from Joint Meetings of the Board of Trustees of the SFCCD and the Sunshine Ordinance Task Force Ad Hoc Committee of the City & County of San Francisco; Directing the Chancellor to Implement the Recommendations.

## **REAL ESTATE**

- W1 - Authorization to exercise options to renew rental agreements for the use of space by the City College of San Francisco campuses for fiscal year 2005-2006

## **INFORMATION ONLY**

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

**Next Board Meeting Date: June 23, 2005**  
**GOUGH STREET CAMPUS**  
**33 Gough Street, San Francisco**

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
530 SOUTH EAST ASIAN AVENUE  
CHICAGO, ILL. 60607-7070  
TEL: (773) 936-5000 FAX: (773) 936-5001

March 1, 1994

Dr. Robert M. Waymouth  
Department of Chemistry  
University of California, San Diego  
La Jolla, CA 92037

Dear Dr. Waymouth:

I am pleased to inform you that your application for a National Science Foundation grant has been reviewed and approved for funding.

Sincerely,  
John F. Hartwig  
Director, Division of Chemistry



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** May 26, 2005

**B1**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Chancellor

**Subject: GENERAL FUND**

**Authorization to renew a Special Services Contract with Elisa Rassen in the amount not to exceed \$68,000 for grantwriting and research services for the period July 1, 2005 through June 30, 2006  
(Resolution No. 052605-B1)**

## BACKGROUND INFORMATION:

The Office of Research, Planning and Grants at City College of San Francisco wishes to renew the contract of Elisa Rassen who has been providing professional grant writing and research services to the office for the last eight months. The new contract period will begin on July 1, 2005 and end June 30, 2006.

Ms Rassen will continue to provide professional services in the area of proposal development and research. During the period July 2005 through June 2006, Ms Rassen will work on the following grant-related deliverables: proposals for the Ford Foundation, the State Chancellor's Office for California Community Colleges, the Irvine Foundation, the Charles Stewart Mott Foundation, the San Francisco Foundation, the Department of Education, the Department of Conservation, the U.S. Department of Labor, the National Science Foundation, and others as opportunities arise. We estimate that she will develop a total of 25 or more proposals. She will also prepare at least 25 regular report briefs and conduct 10-15 program surveys.

At this juncture, the Office wishes to renew its contract with Elisa Rassen with a new total not to exceed \$68,000, while it continues to assess its staffing needs. Funds for this purpose will come from the budget of the Office of Research, Planning and Grants.

## SHARED GOVERNANCE REVIEW:

Yes:\_\_\_\_; No: X ; If yes, which Committee:\_\_\_\_\_  
Date of Review:\_\_\_\_\_

*(A negative response indicates that a review is not necessary)*

## RECOMMENDATION:

**RESOLVED:** That authorization be hereby given to renew the contract with Elisa Rassen for the purpose of assisting with program and grant development, planning, and research dissemination for the period July 1, 2005 through June 30, 2006 for a new total amount not to exceed \$68,000.

### BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • DR. NATALIE BERG, VICE PRESIDENT

JOHNNIE L. CARTER, JR. • DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS, ESQ. • LAWRENCE WONG, ESQ.  
VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

05/26/05 - B1 page 1

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert Gabriner and Kristin Hershbell Charles, Originators



## ELISA J. RASSEN

### EDUCATION

- Harvard University, BA in Romance Languages and Literature (3.7 GPA)
- National Merit Scholar

### KEY SKILLS

- Project management experience, including supervision of a wide range of freelance employees
- Editing of professional, trade, and college texts
- Versatile writing skills
- Excellent interpersonal and communication skills
- Ability to work independently and in a team setting
- Enthusiasm for taking initiative and exploring new projects
- Expertise in multi-tasking and meeting deadlines
- Extremely fast and efficient learner
- Proficiency in Microsoft Office and Internet research
- Fluency in French and Italian
- Sense of humor

### WORK EXPERIENCE

CITY COLLEGE OF SAN FRANCISCO, October 2004—present

#### *Special Projects Consultant*

- Identify grant opportunities and coordinate with faculty to pursue funding
- Assist with grant writing and other resource development activities
- Disseminate grant-related information through the monthly Institutional Advancement Bulletin
- Prepare research briefs and reports
- Assist in the development of planning documents
- Analyze results of student and employee surveys

BENJAMIN CUMMINGS, March 2004—September 2004

#### *Project Editor, Health and Kinesiology*

- Supervise developmental editing for multiple college-level textbooks, balancing the need for high quality work with budgetary constraints
- Create development plans to articulate each book's vision and direct all members of the book team towards a common goal
- Act as point person and coordinator between authors, development editors, acquisition editors, and production managers
- Research and contact subject-area experts to review manuscripts
- Transmit manuscripts to production in adherence to strict guidelines

- Collaborate with designers to create internal and cover designs
- Manage supplements program, including finding authors for instructor's manuals, test banks, and lesson plan books, and editing their work
- Perform competitive analysis to ensure each book's edge in the marketplace

JOSSEY-BASS PUBLISHERS, September 2000—February 2004

*Assistant Editor, Education K-12 Series and Higher and Adult Education Series*

- Acquired titles from both new and seasoned authors by reviewing unsolicited manuscripts, identifying backlist titles for strong revision potential, and pursuing contacts from national conferences
- Negotiated contracts with individual authors and agents
- Managed freelancers, including developmental editors, permissions editors, art coordinators, and keyboarders
- Researched competition and prepared profit and loss analyses for manuscripts under consideration
- Wrote marketing copy for upcoming titles to be used by an international sales force
- Tracked, reviewed, and responded to all manuscript proposals
- Wrote and tracked contracts for new acquisitions
- Acted as a liaison between authors and senior editors
- Managed all administrative tasks for two editors who publish approximately 40 books per year

AMY RENNERT LITERARY AGENCY, February 1998—January 1999

*Administrative Assistant*

- Reviewed, tracked, and responded to all incoming proposals
- Wrote pitch letters for literary nonfiction proposals being submitted to editors
- Assisted authors in improving and revising their material
- Reviewed contracts to assist in negotiating terms

## **PUBLISHED PROJECTS**

- *The Jossey-Bass Reader on Gender in Education* (April 2002)
- *The Jossey-Bass Reader on Teaching* (Feb. 2003)
- *The Exceptional Teacher* (Oct. 2003)
- *The Writing Teacher's Book of Lists, 2<sup>nd</sup> Edition* (Jan. 2004)
- *A Matter of Trust: The Heart of School Leadership* (Sept. 2004)
- *Teaching Elementary Physical Education* (March 2005)
- *Biomechanics* (March 2006)
- *Health Action* (Feb. 2007)



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 26, 2005

**B2**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND  
Renewal of Special Services Contract  
With Angus-Hamer Incorporated, at a cost not to  
exceed \$25,000 for fiscal year 2005-2006  
(Resolution No. 050526 – B2)**

## **BACKGROUND INFORMATION:**

Angus-Hamer Incorporated has been providing network consulting services for City College since 1996, both in the area of operational technical consulting to the Information Technology Services Department (ITS) on the college's wide area network (WAN) and in designing and managing construction of the college's network infrastructure. The fiber backbone for the Ocean Campus has been completed, with all major buildings connected and all classrooms and offices are wired for voice, data and video. City College's other neighborhood campuses have also been wired for voice, data and video. Out of the prior 1997 Bond, Angus-Hamer provided technical, consulting, and engineering services at the level of \$979,380 (00-01) and \$589,170 (01-02) respectively, in addition to operational consulting services.

The proposed resolution will continue the contract with Angus-Hamer Incorporated to provide on-going operational technical support in the areas of firewall security, as well as troubleshooting all network, server, and network management issues. These security services are critical for ensuring that outside hackers cannot view or manipulate confidential data, and for maximizing the efficiency and effectiveness of the hardware. The ITS department contracts for these services because such expertise is not available within its own resources and is only required periodically. The ITS Department's general fund budget will pay for the cost of the contract for operational support, at a cost not to exceed \$25,000 for the period from July 1, 2005 through June 30, 2006.

5/26/05 – B2 page 1

BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • DR. NATALIE BERG, VICE PRESIDENT  
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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

005



## SCOPE OF WORK 05-06:

Under the direction of CCSF Information Technology Services Network and Systems Managers, Angus-Hamer staff will provide technical assistance in the UNIX, networking and Wintel server (NT, Windows 2000, Windows 2003) technologies. This assistance is focused on key project areas and system migrations necessary to maintain the uptime, supportability and performance of the CCSF network.

As required, the technical assistance will take place during scheduled onsite visits to CCSF, through remote network connectivity, during telephone/email communication, or as off-site project work. CCSF ITS will identify ITS staff to work with Angus-Hamer technicians in the requirements definition, development and implementation phases of all project work.

As dictated by each specific project, Angus-Hamer will assign staff with the appropriate technical background and experience.

During the delivery of these services, Angus-Hamer consultants will report either to Tim Ryan, ITS Network Manager, or Doug Re, Director ITS, for status updates and direction.

### Objective and Tasks

The key projects are outlined below. Projects are subject to change based on the direction of ITS management.

1. *Firewall/DNS Optimization* - Refine the configuration of the Nokia/Checkpoint firewall  
Tasks:
  - a) Refine the configuration of the Firewall implementation.
  - b) Migrate DNS to selected platform. Retire old DNS server.
  - c) Adjust Webtrends reporting for Firewall activity.
2. *Windows Server/XP Optimization* - Angus-Hamer Networking will provide technical resources in the optimization of the Windows Server/XP network.  
Tasks:
  - a) Review of current Windows server performance. Identification of issues and bottlenecks.
  - b) Configuration tuning.
  - c) Problem resolution
3. *Network Monitoring Tools* - Angus-Hamer will work as directed to configure and customize CCSF-owned network monitoring and management tools.  
Tasks:



- d) The specific project areas will be identified by CCSF ITS Management.  
Project areas may include:
- i. HP OpenView
  - ii. MRTG
  - iii. VOIP performance monitoring tools
  - iv. Tootools
  - v. New applications as purchased.

#### **YEAR-END REPORT 04-05:**

During 2004-2005, Angus-Hamer Networking has worked with City College's Information Technology Services department in assisting with:

- Resolving Active Directory issues involving synchronization of Active Directory server.
- Designing the RFP for pre-qualified Low Voltage cablers.
- Designing the data wiring plan for Mission Campus' new Alabama St. location.
- Designing the wiring plan for several locations on the Ocean Campus.
- Designing the wiring plan for the Gough Street HR remodel.

\*Please note that the Board of Trustees authorized expenditure of up to \$50,000 for fiscal year 04-05, City College only expended \$25,000.

#### **COMPANY PROFILE:**

Angus-Hamer Incorporated is a Northern California based network consulting firm. Angus-Hamer was incorporated in California on January 1, 1996. They specialize in implementing TCP/IP Networks and Internet/Intranet Information Services. Angus-Hamer Networking was started by former Hewlett-Packard Network Consultants and Software Engineers to meet market demand for network integration services. Averaging over 24 successful years of information technology experience, their consultants provide and manage a wide variety of network related services ranging from management consulting, project management, network requirements analysis, design, and detailed implementation services.

Angus-Hamer is organized around and focuses on two separate, but related consulting product lines:

1. Network, Systems, and Security Consulting including:

- General Network Operating Systems (Unix, Microsoft, and Novell) Planning, Design, Implementation and Maintenance. Angus-Hamer has Unix, Novell, and Microsoft certified engineers on staff.
  - Data Network Security (security auditing, firewalls, intrusion detection, authentication, penetration testing, etc.) planning, design, implementation, and maintenance services.
  - Internet Information Services (DNS, E-Mail, WWW, etc.) planning, design, implementation, and maintenance services.
  - Data Network Electronics (LAN and WAN) Planning, Design, and Implementation Services.
2. Intelligent Building Planning, Design, and Implementation Management Services for Voice, Video, Data Systems, Fire Alarm, Intrusion Detection, and other low voltage communications systems. Angus-Hamer has three Registered Communications Distribution Designers (RCDD) and a National Institute for Certifications in Engineering Technologies (NICET) Level 4 Designer on staff.

Angus-Hamer has a diverse customer base and has extensive experience providing network consulting solutions to commercial, government, banking, and educational customers. They have completed many successful consulting projects in the Sacramento Region, the San Francisco Bay Area, and Rural Counties throughout Northern California.

#### **SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_\_; No   X  ; If yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

#### **RECOMMENDATION:**

RESOLVED: That authorization is hereby given to contract with Angus-Hamer Incorporated a cost not to exceed \$25,000 for the period from July 1, 2005 through June 30, 2006, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
Douglas Re, Originator

5/26/05 – B2 page 4



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 26, 2005

**B3**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND  
Renewal of Special Services Agreement  
With SunGard SCT Corporation, at a cost not to  
exceed \$25,000 for fiscal year 2005-2006  
(Resolution No: 050526-B3)**

## BACKGROUND INFORMATION:

City College of San Francisco entered into a contract with SunGard SCT Corporation to purchase the Banner administrative software application for finance and human resources in June 1993. By July 1994, the College was in production with the finance module. Subsequently, the financial aid and student modules were purchased. In November 1997, the student module was ready for registering students for Spring 1998. In Fall 1998, the financial aid module came on-line. During July 1999, the last piece of Banner Payroll was fully implemented, thereby reducing the College's annual payment to the City for payroll services by \$500,000 per year. In addition, the College has implemented the Banner "Web For" products. Now all of the College's major administrative systems are on Banner software.

As with all areas of technology, Banner software is being upgraded by SunGard SCT on a regular basis to provide new functionality and to keep technologically current. Securing training services directly from SunGard SCT in the past has enabled the College to progress smoothly through Banner's various iterations. In fact, virtually all colleges that use Banner enter into similar contracts for these critical training services.

Actual approved level of usage for SunGard SCT consulting services totaled \$83,000 during fiscal year 2000-2001, \$88,000 during fiscal year 2001-2002, \$50,000 during fiscal year 2002-2003, \$25,000 during fiscal 2003-2004 and \$25,000 during fiscal year 2004-2005. The ITS Department will use its general fund budget to pay for these services during fiscal year 2005-2006 at a total cost not to exceed \$25,000.

## BOARD OF TRUSTEES

5/26/05 – B3 page 1  
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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

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### **SCOPE OF WORK 05-06:**

Under the direction of City College of San Francisco's Information Technology Services, SunGard SCT will provide technical assistance in Banner and Oracle. This assistance is focused on key project areas and system migrations needed to maintain the uptime and supportability.

As required, the technical assistance will take place during scheduled onsite visits to CCSF, through remote network connectivity, during telephone/email communication, or as off-site project work. CCSF ITS will identify ITS staff to work with SunGard SCT technicians in the requirements definitions, development and implementation phases of all project work.

As dictated by each specific project, SunGard SCT will assign staff with the appropriate technical background and experience.

During the delivery of these services, SunGard SCT consultants will report either to James Hsiao, ITS Administrative Applications Manager, or Doug Re, Director ITS, for status updates and direction.

#### Objectives and Tasks

Provide on-call support for technical troubleshooting of Banner problems.

#### Tasks:

- Assist in training users and technical staff of using Banner 7.
- Assist in the troubleshooting of Banner 6 production defects.
- Assist in the configuration and modification of Banner 7.

### **YEAR-END REPORT 04-05:**

This Year, SunGard SCT services were not required. For prior years, SunGard SCT services were used to assist City College in solving technical problems as well as training and analyzing business practices.

In 05-06, it is anticipated that SunGard SCT will assist City College in the Banner 7 implementation and aiding in fixing some Banner 6 defects.

### **COMPANY PROFILE:**



SunGard SCT has a claim to leadership that extends for more than 35 years working with higher education institutions to help institutions apply technology to achieve their missions and goals. Since their inception in 1968 SunGard SCT has gone through several transformations, but in recent years they have consolidated their resources to focus solely on education. At the same time, through new development, acquisitions, and partnerships, SunGard SCT has broadened the number and scope of products and services they offer higher education clients.

SunGard SCT's consultants combine their direct backgrounds in higher education with the experience of implementing SunGard SCT solutions in every level of institution to bring their clients guidance in not just solving problems, but helping to advance the levels of information, support and service that the institution provides to students, staff and faculty.

**SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_\_; No   X  ; If yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to establish a special services agreement with SunGard SCT Corporation for consulting services from July 1, 2005 through June 30, 2006 for a cost not to exceed \$25,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
Douglas Re, Originator

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 26, 2005

**B4**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND  
Renewal of Special Services Contract with Strata  
Information Group (SIG), at a cost not to exceed  
\$115,000 for fiscal year 2005-2006  
(Resolution No: 050526-B4)**

## BACKGROUND INFORMATION:

Strata Information Group (SIG) has been providing critical, specialized technical support services for City College related to the implementation of the SunGard SCT/Banner administrative information systems since June 1996, specifically focusing on the Banner Student and Financial Aid modules. During the 1998-99 fiscal year, SIG provided the technical expertise needed to create a more stable operating environment. During 1999, SIG led the College in a successful migration of the entire Banner system from Release level 2.1 to the Year 2000 compliant Banner release 3.1. During 2000, SIG provided project management and technical leadership to complete the major upgrade to Banner release 4 which uses a "point and click" graphical user interface to simplify use. During 2001, SIG assisted with the implementation of The "Banner Web For" products. "Web For" allows students to apply for admission, register for classes, pay fees and review their academic history via the web as well as allowing administrative personnel to conduct a variety of administrative operations. During 2002, SIG assisted with the migration to Banner 5. In FY2004-2005, SIG provided technical assistance with the migration to Banner 6 as well as providing implementation of Degree Audit and Educational Planning functionality into Banner.

ITS needs to contract with SIG for programming expertise for customizing Banner, and for training ITS staff. Prior expenditures for SIG consulting services totaled \$412,500 during fiscal year 2000-2001, \$386,000 during fiscal year 2001-2002, \$240,000 during fiscal year 2002-2003, \$115,000 during fiscal 2003-2004 and \$195,000 during fiscal 2004-2005. ITS will use its general fund budget to pay for SIG's services during fiscal year 2005-2006 at a total cost not to exceed \$115,000.

## BOARD OF TRUSTEES

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

5/26/05- B4 page 1

## **SCOPE OF WORK 05-06:**

Under the direction of City College of San Francisco's Information Technology Services, and with contract management and oversight provided by Dr. Denton Crews, Strata Information Group will provide technical assistance in Banner and Oracle. This assistance is focused on key project areas and system migrations needed to maintain the uptime and supportability.

As required, the technical assistance will take place during scheduled onsite visits to CCSF, through remote network connectivity, during telephone/email communication, or as off-site project work. CCSF ITS will identify ITS staff to work with SIG technicians in the requirements definitions, development and implementation phases of all project work.

As dictated by each specific project, SIG will assign staff with the appropriate technical background and experience.

During the delivery of these services, SIG consultants will report either to James Hsiao, ITS Administrative Applications Manager, or Doug Re, Director ITS, for status updates and direction.

### Objective and Tasks

Provide technical and management leadership for various high level college-wide administrative and strategic technology projects.

#### Tasks:

1. Assist in Degree Audit:
  - a. Assist in creating rules for Degrees and Certificates for the current year catalog.
2. Assist in Ed Plan:
  - a. Improve Ed Plan in Web.
  - b. Implement new enhancement.
3. Assist in upgrading to SunGard SCT Banner 7:
  - a. Assist with a variety programming tasks to tailor Banner to CCSF requirements.
  - b. Add non-credit registration process to Web For.
  - c. Functional consulting as needed to implement changes in the software.
  - d. Helping Banner 7 implementation (re-apply local modifications, test new functionality, etc.)
4. Assist with Banner Student production issues on Credit Division as well as Non-credit Division.



5. Provide management consulting on technology issues affecting administrative computing.

## **END-END REPORT 04-05:**

During 2004-2005, SIG has worked with City College's Information Technology Services department in assisting with:

### Banner Project Planning/ Problem Resolution

- Attend regular "Banner Manager" meetings and provided consulting/advice in managing and maintaining the Banner application.
- Provided assistance in Banner 6 upgrade project planning.
- Provided assistance in identifying issues dealing with the new in-house created Ed-plan software.

### Banner Programming Assistance

- Assisted in troubleshooting problems with Banner 6 upgrade.
- Modified Student web page to meet CCSF specifications.
- Modified CCSF Banner non-credit attendance application.
- Provided forms and web packages for counselors to use Ed-Plan.

### Degree Audit

- Assisted CCSF to implement IGETC in Banner CAPP system.
- Provided custom compliance report on web.

## **COMPANY PROFILE:**

Strata Information Group, Inc. (SIG) is a California corporation based in San Diego and was founded in 1987. SIG's primary objective is to assist colleges and universities in managing information technology to better serve students, faculty and staff.

SIG provides a wide-range of IT services which include providing assistance with the selection and procurement processes for new hardware systems and applications software, offering project management services related to the implementation of administrative applications and instructional technology delivery/support systems used by colleges and universities, developing strategic technology plans and providing outsourced IT management. SIG personnel are experienced professionals who possess unique skills and abilities to serve their clients. The SIG team has been providing quality services to higher education for more than 14 years.

**SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_\_; No   X  ; If yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to contract with Strata Information Group (SIG) to provide technical consulting to the programming unit of the ITS Department for period from July 1, 2005 through June 30, 2006 for a total contract cost not to exceed \$ 115,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
Douglas Re, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## WITHDRAWN 04/28/05 BOARD MEETING

**DATE:** May 26, 2005

**B5**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND**  
**Approval of Special Personnel Services with Development**  
**Institute**  
**(Resolution No. 050428-B5)**

**NOTE:** *FY 2006 Contract not to exceed authorization \$225,000*

### **BACKGROUND INFORMATION:**

Development Institute, Inc. (DI) has been providing special services to the Chancellor and to various units of the City College of San Francisco since September 1998. In particular, the work of the principals of DI has been directed over the past seven years to some of the most critical areas of college development, of which the following key projects are examples: guidance for the development and implementation of the integrated planning and budgeting system, the development of the institutional indicators assessment process, and the updated strategic plan process; guidance, planning, and coordinating of multiple projects in Information Technology Services including the Campus Wide Network Infrastructure Project and other initiatives undertaken in ITS; the design and development of the enhanced self-study process as a joint venture between the Academic Senate and the Planning and Budgeting Council; support for the design and development of the 2006 self-study process for re-accreditation; the assessment of almost every major division and functional unit within the reorganized area of Student Development, including financial aid, counseling, testing/placement, etc, and leading to the development of initiatives for improvement and enhancement; active engagement in developing successful proposals for funding and aggressive identification of areas for cost savings and improved productivity; support for special assignments from the Chancellor and the Chancellor's Office; and working closely with staff members to develop their professional capacities to manage new initiatives.

### **RATIONALE:**

05/26/05 – B5 page 1

BOARD OF TRUSTEES

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR



The Chancellor of City College, over many years as a chief executive officer, has relied upon the resources of DI, delegating major assignments to its two principals. At City College, this work is mission-critical for the management, growth, development, effectiveness and efficiency of the institution. The services of DI to the Chancellor are tied to the managerial and workload requirements which the institution demands of the Chancellor's office and which can best be met by supplementation of high-level managerial capability. Given the relevancy and relationship of the support and technical planning provided by DI for the Technology Project of the Bond (see work scope summary), an appropriate share of the costs (25%) of the DI contract will be offset by Bond funds providing a savings in the FY 2004 and 2005 operational budget. The Chancellor has chosen through this supplementation to achieve developmental and performance improvement for the institution despite the scarcity of administrative personnel and without adding new senior-level positions in mission-critical areas. The "return" to the college from this approach is the amount of work done and its impact on effectiveness and efficiency relative to alternative means of providing such services. This service consistently produces superior, reliable results in performance of the work scope and the deliverables, including both results achieved and respect and trust earned for work performed under contract to the college.

#### **WORK SCOPE SUMMARY:**

The scope of work for the contract with DI will embrace services in several critical areas. The areas of responsibility are briefly summarized here:

- Providing strategic management for the technology effort at CCSF, including technology planning and development in all functional areas; the restructuring and modification of ITS policies and procedures; re-engineering and re-organization; planning and monitoring special initiatives (student development initiatives, web-site, privacy, and intellectual property); coordinating activities with technology governance groups (e.g. ITPC); and reviewing and negotiating contracts, as appropriate; ensuring the currency and success of an overall enterprise involving \$14 million of the annual operating budget and \$30 million of capital investment;
- Providing support and facilitation for purposes of continuing the planning and management process for current and planned bond projects in technology;
- Providing support oversight and facilitation for the college's re-engineering project in selected areas of Admissions/Records and Finance/Administration;
- Providing support for work processes improvements to achieve cost-effectiveness and efficiency in selected areas of the college, including undertaking a savings assessment effort;
- Providing support for fiscal affairs, including the audit preparation process; the



use of Banner for fiscal budgeting, reporting, and management; and the transition in the position of Chief Financial Officer;

- Providing support and project leadership to the acting Vice Chancellor of Student Development (Dr. Don Griffin) to continue the development, renewal, and realignment of priorities and structures to improve the entire range of student services;
- Providing support for Student Development leadership team in a transitional year;
- Providing support for the implementation of student support services in the area of basic skills;
- Providing coordination and support for the WASC self-study process, to be completed in 2006; and
- Continuing to provide support for a variety of special assignments upon request by and under the direct supervision of the Chancellor.

A detailed scope of work and contract will be prepared for 2005-2006 upon approval of the authorizing resolution by the Board of Trustees.

#### **CORPORATE PROFILE:**

DI was established in 1980 primarily as a firm providing managerial consulting for institutions of higher education, including all areas of management – executive management, governance, academic and student development, technology, and institutional advancement. This firm has provided consulting services and offered seminars to more than 150 institutions. The co-founders, Dr. Denton Crews and Dr. Katherine German, have dedicated their careers to the mission of higher education. Prior to co-founding Development Institute, Dr. Crews was Dean and Professor of Management, Graduate School of Management, Lesley University, in Cambridge, Massachusetts. He began his career in 1959 on the faculty of the University of Maryland and subsequently served as field-work supervisor at Harvard Divinity School, executive director for a community action agency in Massachusetts, assistant to a community college president, and administrative assistant to a U.S. Congressman. He holds the bachelor's degree from Lipscomb University, the master's degree from the University of Maryland, and the doctorate from the University of Massachusetts. Dr. German has over thirty years of experience as an educator and management consultant. Her immediate former position was Vice President for Academic Affairs at Endicott College. Previously, she held the position of Assistant Dean for Academic Affairs at North Shore Community College, located in Beverly, Massachusetts, where she also served as Professor of English, Division Chairperson, and Director of the Developmental Education Center. She

has also taught English at the undergraduate and graduate levels. Her degrees include: Ph.D., University of Illinois; C.A.S., Harvard University; M.Ed., Bowling Green State University; and B.A., Pennsylvania State University.

## **REVIEW OF WORK IN 2004-2005:**

The activities listed below represent a distillation of the major work performed during the past year as outlined in the scope of work and do not represent all the assignments and tasks actually undertaken. Many of these projected activities comprised tasks and subtasks which were too numerous for inclusion, and the special requests made of the consultants for written research or writing were not incorporated into this report.

1. Support for *technology and telecommunications systems* development
  - Development of resolutions and materials for the Board of Trustees
  - Supported the Board of Trustees' Technology Committee chairperson and meetings preparation and implementation
  - Supported the shared-governance Information Technology Policy Council chairperson and meetings preparation and implementation
  - Assisted in technology leadership meetings for developing technology plans, project planning, and project monitoring
  - Assisted in defining and organizing of plans for student development initiatives in SCT-Banner system and related applications
  - Reviewing and planning of changes in organization of ITS staffing and contractual support
  - Supported the planning of bond-funded projects, allocation of resources, monitoring of progress, and reporting
  - Developed plans for initial integration of technology resources currently dispersed throughout the college
  - Assisted in management of unexpected issues (e.g. GroupWise email issue)
2. Implementation of *re-engineering projects* for business practices in student development and finance/administration areas
  - Development of priorities and process for execution in modifying and improving business practices
  - Implementation of re-engineering priorities in student development working with task forces in areas of credit-related and non-credit related student service operations
  - Organizing of groups and supporting the implementation of selected priorities
  - Development of a process for utilizing the Banner program as the basis for re-examining business practices and use of technology
3. Assistance in development of *alternative funding opportunities* for the college



- Assistance in development of improvements for grants accounting and coordination processes
  - Assistance in development of proposals and funding strategies for the Congressional Earmark initiatives
4. Implementation of the *Enhanced Self-Study (ESS)* process.
- Supported the implementation process for the 19 approved recommendations in conjunction with the faculty and staff working to increase student success.
  - Monitored the review of the 12 additional recommendations continuing through the approval process in conjunction with members of the Shared Governance System.
  - Prepared reports on the project and the status of ESS recommendations and promulgated direct linkages between the ESS and the 2006 Self-Study, focusing directly on Standard IIB: Student Support Services and Theme Three: Dialogue.
5. Support for the Vice Chancellor of *Student Development* in the implementation of planning and enhancement activities for all major components of the Student Development Division.
- Facilitated the continuing implementation and evaluation of the divisional reorganization under the direction of the Vice Chancellor through surveys and focus groups, highlighting a plethora of improvements for students, counseling faculty, and staff, as well as the need to focus on campus counseling and the interdepartmental interfaces over the next year.
  - Assisted in improving procedures for the coordination and management of the Student Development Division with a particular focus on Educational Planning and Student Support Services in collaboration with the Vice Chancellor.
  - Identified critical issues in Student Development with a particular emphasis on technological developments and the A&R Re-engineering project for resolution and follow-up with recommendations in collaboration with the Vice Chancellor.
  - Facilitated the design and implementation of professional development programs relative to student learning outcomes, Divisional services featured in the Student Services Fair, Divisional advancements featured in the Student Services Showcase, and the Divisional role in the WASC Self-Study process while also supporting continued training within and across the departments and programs of Student Support Services.
  - Provided leadership for the development of the Student Support Services unit, chairing regular meetings of the Student Development Chairs and Directors and supporting their work within the departments and programs.
  - Continued to seek external funding to support the growth and development of the Division, generating applications to the Fund for Postsecondary Education and the San Francisco Foundation.
6. Implementation of the *student success program* in the Student Development Division.

- Reviewed institutional reports and plans addressing issues relative to student achievement, persistence, and completion with a particular focus on the basic skills and at-risk students.
- Supported the identification of major areas for improvement within the educational program, particularly as related to the needs of underprepared and at-risk students, in conjunction with the Student Support Services Chairs and Directors.
- Provided individual technical assistance to Student Support Services Chairs and Directors in the redesign and restructuring of selected components of the educational program to ensure quality improvement.
- Monitored, supported, and assessed the progress and impact of the City College Title III project, meeting with the Title III leadership team on a regular basis, assisting with the implementation process, and providing linkages among organizational initiatives and the project to maximize impact.
- Prepared composite reports on Divisional initiatives related to student success for inclusion in the 2006 self-study process.

7. Support and execution for *special assignments*

- Review and response to audit report for accounting/finance and technology
- Support for the management and coordination of the numerous activities for the National Articulation and Transfer Network
- Assistance in numerous writing projects, as directed by the Chancellor (e.g. reports, assessments, communications, etc.)

**RECOMMENDATION:**

**RESOLVED:** That the Chancellor, Vice Chancellor for Finance and Operations, and/or their designee are hereby authorized to contract with Development Institute, Inc., to provide consultation and special services to be defined by formal work scope for a period from July 1, 2005, through June 30, 2006, at a total contract cost not to exceed \$225,000, renewable for one additional year.

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.



DATE: May 26, 2005

TO: Board of Trustees

FROM: Dr. Philip Day, Jr., Chancellor

SUBJECT: CAPITAL OUTLAY

Authorization for three (3) Contract Modification totaling -  
for Special Services Contracts and Construction Contracts  
(Resolution No. - 050526-B6)

\$19,820

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CURRENT CONTRACT AMOUNT	CM #	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS	Project Budget	Total Project Funds Committed With This Action
A	021107 - B6 Science Hall & Cloud Hall Elevator Modernizations	CDX Builders, Inc.	\$388,373.00	3	\$5,115.07	\$393,488.07	Final change order for repair of damaged backwall, intallation of bumper guards and painting of Cloud Hall elevator; installation of smoke screen assembly and required testing of Science Hall elevator.	\$424,000.00	\$417,695.00
B	050224-B3 John Adams Campus Gymnasium West Elevation Repair	Tom Lewis Restoration and Consulting, Inc.	\$44,000.00	1	\$12,970.00	\$56,970.00	Additional removal and repair of stucco at gymnasium west elevation. Unforeseen condition was discovered during original scope of work that the remaining stucco panels were delaminating from the wood sheathing.	\$4,487,396.00	\$4,466,393.00
C	000127-B2 Ocean Avenue Campus Building Infrastructure Wiring	Semans Communications Inc.	\$2,272,423.19	13	\$1,735.39	\$2,274,158.58	Final payment for Hotel & Restaurant point of sales network, North Gym Fitness Center remodeling, Ocean Avenue Campus general video backbone modifications, Creative Arts and Visual Arts renovation projects.	\$2,274,158.58	\$2,274,158.58

**RECOMMENDATION:**

RESOLVED: That the Board authorizes the specified modifications to the resolutions as indicated in the table, and

FURTHER BE IT RESOLVED: All of the contract modifications contained in this resolution comply with Public Contract Code Section 20659, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## WITHDRAWN 04/28/05 BOARD MEETING

**DATE:** May 26, 2005

**B7**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to reallocate funds available from the 2001**  
**General Obligation Bond Issue within existing eligible projects**  
**(Resolution No. 042805 – B7)**

### **BACKGROUND INFORMATION:**

At the March 24, 2005 Regular meeting, the College's Board of Trustees adopted Resolution No. 050324-B3, authorizing a contract with the joint venture of LMN/Tom Eliot Fisch Architects for the full range of services needed for the design of the "Community Performing, Cultural, & Media Arts Center". The resolution specifically authorized \$1 million for the joint venture to complete the programming and schematic design phases of this work. To ensure that adequate funds are available to pay for these services, the College needs to reallocate funds available from the 2001 General Obligation Bond Issue already approved by San Francisco voters. Specifically, \$800,000 currently unallocated due to savings on the cost of issuance as well as funds available from earned interest need to be reallocated to the "Community Performing, Cultural, & Media Arts Center" project to provide adequate funding for the design team to complete the planning phase of the project (see Attachment A). This would bring the total amount of funds available for the first portion of the design of the "Community Performing, Cultural, & Media Arts Center" to about \$1.3 million, including project management.

It should be noted that the College did not ask local voters in 2001 to approve the full amount the College was eligible for under State Proposition 39. The College's plan was and still is to maximize the amount of state funding available for capital projects and to return to the local taxpayers for a "Phase II" bond that would provide the remaining funds needed for capital projects, including the construction of the Performing Arts Center. The Performing Arts Center will then be funded with a combination of state funds and Phase II local bond funds.

This proposed reallocation of funds would not affect any other 2001 bond projects.

### **RECOMMENDATION:**

**RESOLVED:** That authorization is hereby given to reallocate \$800,000 currently unallocated due to savings on the cost of issuance as well as earned

05/26/05 – B7 page 1

#### **BOARD OF TRUSTEES**

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**VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR**

interest to the "Community Performing, Cultural, & Media Arts Center" project to provide adequate funding for the design team to complete the planning phase of the project funds available from the 2001 General Obligation Bond Issue within existing eligible projects as specified in the Attachment A:

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.



**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**  
**2001-GENERAL OBLIGATION BOND**  
**PROJECT SUMMARY**  
**AS OF 3/31/2005**

**Bond Projects:**

	Original Expenditures Budget	Budget Adjustment	Final Expected Expenditures Budget	Expenditures & Encumbrances to Date	Additional Forecasted Expenditures & Encumbrances	Available Balance
New Mission Campus <sup>(1)</sup>	\$ 29,287,430	\$ 1,090,000	\$ 30,377,430	\$ 7,351,757	\$ 44,744,762	\$ (21,719,089)
New Chinatown/No. Beach Campus <sup>(1)</sup>	\$ 44,544,446	\$ 1,334,000	\$ 45,878,446	\$ 5,920,935	\$ 138,724	\$ 39,818,787
Acquisition of Evans Campus & Seismic Retrofitting	\$ 9,161,046	\$ 500,000	\$ 9,661,046	\$ 10,411,662	\$ 510,694	\$ (1,261,310)
Completion of Computer Network & Electrical Upgrades	\$ 15,883,145	\$	\$ 15,883,145	\$ 12,488,510	\$ 814,271	\$ 2,580,364
Renovation & Remodeling of Aging Facilities & Access for Disabled-Phase II	\$ 15,841,584	\$ 1,260,899	\$ 17,102,483	\$ 12,686,062	\$ 4,587,862	\$ (171,441)
*Joint Use Academic Facility for Child Dev, Health Care Studies & Teacher Training	\$ 9,900,990	\$ (3,962,000)	\$ 5,938,990	\$ 348,388	\$ 99,695	\$ 5,490,907
*Community Health & Wellness Center, Including Child Dev. And Student Health	\$ 24,752,475	\$ 36,846,535	\$ 61,599,010	\$ 7,382,776	\$ 53,675,159	\$ 541,075
*Balboa Reservoir-Infrastructure for Future College Use	\$ 12,871,287	\$ (7,599,010)	\$ 5,272,277	\$ 1,857,414	\$ 1,343,559	\$ 2,071,305
*Acquisition & Improvements for Parcel Adjacent to Ocean Campus	\$ 5,500,716	\$ (500,000)	\$ 5,000,716	\$ 107,187	\$ 2,993,939	\$ 1,899,590
*Community Performing, Cultural & Media Arts Center	\$ 24,747,525	\$ (22,947,525)	\$ 1,800,000	\$ 647,995	\$ -	\$ 1,152,005
Subtotal	\$ 192,490,644	\$ 6,022,899	\$ 198,513,543	\$ 59,202,686	\$ 108,908,665	\$ 30,402,192
Unappropriated/ Unallocated	\$ 2,509,356	\$ 1,714,078	\$ 4,223,434		\$	\$ 4,223,434
Total	\$ 195,000,000	\$ 7,736,977	\$ 202,736,977	\$ 59,202,686	\$ 108,908,665	\$ 34,625,626

	Original Revenue Budget	Final Forecasted Revenue Budget	Actual and Appropriated Revenue	Bonds Authorized but Not Yet Sold	Final Forecasted *Under (Over) Budget
Bond Revenue	\$ 195,000,000	\$ 195,000,000	\$ 148,000,000	\$ (47,000,000)	\$ (47,000,000)
** State Grant	\$	\$ 4,393,000	\$ 4,393,000		\$ -
** State Match	\$	\$ 329,899	\$ 329,899		\$ -
*** Interest Income	\$	\$ 2,514,078	\$ 2,514,078		\$ -
**** Local Grant	\$	\$ 500,000	\$ 500,000		\$ -
Total	\$ 195,000,000	\$ 202,736,977	\$ 155,736,977	\$ (47,000,000)	\$ (47,000,000)

\* Budget adjustment approved by Board 5/25/03 \*\* State Grant are from state Grants; New Mission \$1,090,000; New Chinatown \$1,334,000; Preliminary Plans John Adams \$931,000; Preliminary Plans Joint-Use \$1,038,000\*\*\* State Match \$329,899; Interest income in the amount of \$2,514,078 is unappropriated \*\*\*\* M/OCD grant

<sup>(1)</sup> State Grant for construction phase not reflected this period (Approval from State expected within 45 days: \$28M for Mission, \$33.8M for Chinatown)

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## REQUIRES UNANIMOUS VOTE OF THE BOARD

**DATE:** May 26, 2005

**B8**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**

**Authorization to Approve a Construction Contract to Joe Wang Carpet & Flooring to Repair the Gymnasium Floor for the John Adams Gymnasium Remodel Project at a Cost Not to Exceed \$85,150  
(Resolution No. 050526-B8)**

### BACKGROUND INFORMATION:

On May 27, 2004, the Board authorized a contract under Board Resolution Number 040527-B3 for the John Adams Campus Gymnasium Phase II Renovation Project. The repair of the floor of the John Adams Campus Gymnasium was not included in the original contract. This work includes demolition of tar on existing concrete floor and preparation and leveling of surfaces; installation and materials for hardwood floor; and painting, sealing and finishing floor game lines.

In order to maintain the construction schedule, staff believed that the formal competitive bid process would have prevented the District from having these facilities ready by the required time. The work had to be performed without using the formal competitive bid process, as required by the Public Contract Code. The Public Contract Code requires all construction and renovation public works over \$15,000 to be solicited using a formal competitive bid process. In this instance, informal competitive bids were solicited and two bids were received due to the limited number of firms capable of this specialized work.

The low bid was provided by Joe Wang Carpet & Flooring, an SBE. The contract will be based on a not to exceed price of \$85,150.

Public Contract Code Section 20654, emergency repair contracts, provides in relevant part as follows:

*"In an emergency when any repair, alteration, work or improvement is necessary to any facility of the college, or to permit the continuance of existing college classes, or to avoid danger to life or property, the board may by unanimous vote, with the approval of the county superintendent of schools, may....Make a contract in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for the*

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BOARD OF TRUSTEES

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

*purpose without advertising for or inviting bids."*

**SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_; No   X  ; if yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

*(A negative response indicates that a review is not necessary)*

**RECOMMENDATION:**

RESOLVED: Authorization is hereby given to approve a construction contract, engaging Joe Wang Carpet & Flooring to provide services to repair the floor of the John Adams Campus Gymnasium for the John Adams Gymnasium Remodel Project in the amount not to exceed \$85,150, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor for Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** May 26, 2005

**B9**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award Professional Services Contract to Olivia Chen Consultants/Geotechnical Services - New Mission Campus Project, Total Contract Cost Not To Exceed \$55,000 for the Period June 1, 2005 through September 30, 2007**  
**(Resolution No. 050526-B9)**

## BACKGROUND INFORMATION:

The design documents for the New Mission Campus Project have been approved by the Division of the State Architect (DSA) and staff is preparing for the construction phase of the project. Three types of firms will provide code-required quality control services for this project as follows: an Inspector of Record, a Testing and Special Inspection firm and a Geotechnical Engineer.

Design services for the New Mission Campus Project have been provided by the team led by Cervantes Design Associates/Kendall Young Associates, a Joint Venture (CDA/KYA). The Board of Trustees authorized augmentation of the District's contract with this consultant team to complete design services for the project in December 2003. Under the design team, the firm of Olivia Chen Consultants prepared a *Geologic Hazards Evaluation and Geotechnical Investigation Report* dated October 2003. Under contract directly with the District, Olivia Chen provided additional recommendations related to shoring and underpinning.

It is considered best practice in the industry to maintain consistency in the testing and special inspection related to geotechnical issues. Staff therefore is recommending extending Olivia Chen Consultants' contract. This resolution is an authorization to award a contract directly to Olivia Chen Consultants to provide construction phase services to ensure that construction complies with the recommendations of the geotechnical report and recommendations for this project. Olivia Chen Consultants was selected under a competitive process when the CDA/KYA team was selected. At the time, Olivia Chen Consultants was certified as a SBE firm with the San Francisco Human Rights Commission. They have since graduated from the status of a small business enterprise but remain a San Francisco local business.

This contract will be paid with funds from Proposition A 2001 General Obligation Bonds.

### BOARD OF TRUSTEES

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05/26/05 – B9 page 1  
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**SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_; No X; if yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

*(A negative response indicates that a review is not necessary)*

**RECOMMENDATION:**

RESOLVED: That authorization be given for approval to contract with Olivia Chen Consultants/Geotechnical Services for New Mission Campus Project for a total contract cost not to exceed \$55,000 for the period June 1, 2005 through September 30, 2007, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 26, 2005

**B10**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**

**Authorization to Create a Pool of Firms for  
Special Inspection & Testing Services: Smith-  
Emery Company; ENGEO, Inc; Inspection Services, Inc.;  
Construction Testing Services; and Coverall  
Engineering Laboratories, Total for all Contracts Not to  
Exceed \$2.65 M Over a Three-Year Period  
(Resolution No. 050526-B10)**

## **BACKGROUND INFORMATION:**

The District used a comprehensive outreach effort to encourage prospective Special Inspection and Testing Services firms to respond to the Request for Qualifications (RFQ) for the Special Inspection and Testing Services on an As-needed Basis. Special Inspection and Testing Services are required to comply with California Building Code (T-24 Part 1) and related activities. It is anticipated that firms selected for this work will provide such services for existing facility renovations, new buildings and scheduled maintenance. Proposed construction projects range from pre-manufactured modules to new construction including the following: a \$55 million Community Health and Wellness Center at the Ocean Avenue Campus; a \$45 million existing building seismic renovation and a new structure at the Mission Campus; a Child Development Center; fire alarm system upgrades and scheduled maintenance work of all types on existing academic and support structures.

Staff intends to establish a pool of five (5) firms that will be assigned work as construction and maintenance projects become available. Preliminary budgets for construction projects have been established. However, additional analysis of the projects is needed to determine the final budget. The total contract cost is estimated not to exceed \$2.65 M over a three-year period. The award of specific dollar amounts will be shown on subsequent agendas in matrix form for Board ratification. It should be noted that contract amounts will vary since the work will be contracted by project and the larger projects have significantly more testing requirements over a longer duration than smaller projects.

These contracts will be funded by the 2001 Proposition A – Local General Obligation Bond, the State's Scheduled Maintenance Program, the State's Hazardous Substance Abatement Program as well as special grant programs.



The award of these contracts is subject to the District's Small Local Business Enterprise (SLBE) Program requirements. Through an outreach effort by staff and the District's SLBE consultant, Mason Tillman Associates Ltd., SLBE firms were encouraged to respond to the RFQ as prime consultants. Non-SLBE firms were encouraged to joint venture with SLBE firms. The goal for this project has been established at not less than 10% of the total contract value of work to be performed throughout the life of the contract pursuant to the District's SLBE policy.

The selection process consisted of four phases.

**Paper screening** – Review of written statements of qualifications and scoring based upon a predetermined list of criteria listed in the RFQ. The selection committee members evaluated the proposals and narrowed the field to a short list of firms.

**Reference checks** – Mason Tillman Associates conducted reference checks for the short listed firms.

**Interview** – Interview with each short listed firm and scoring based upon a predetermined list of questions based on the RFQ.

**Ranking** – Firms were then ranked based upon their cumulative scores.

Ten (10) firms requested the RFQ package. To more completely understand the selection process, interested firms were invited to an informational meeting where the details of the selection process were discussed, including the importance of complying with the District's SLBE policy and the related goals for participation. Approximately twenty-two (22) individuals attended the informational meeting, and seven (7) firms submitted written responses to the RFQ. The seven (7) responses were reviewed by Mason Tillman Associates Ltd. for compliance with the District's SLBE program requirements and evaluated to assign SLBE evaluation credits. Two (2) of the firms were certified by the Human Rights Commission as SLBE.

A diverse four (4) member selection committee reviewed and scored the written responses according to the published criteria. The selection committee members consisted of staff and the District's SLBE consultant.

Larry Lauser, Senior Building Inspector, CCSF  
Caroline SooHoo, Associate Architect, CCSF  
Stephanie Aguilar, SLBE Consultant, Mason Tillman Associates  
Tommy Smith, SLBE consultant, Mason Tillman Associates (Observed)

Each committee member read all of the responses and rated each submittal according to the same criteria that were published in the RFQ and reviewed at the informational meeting including recent higher education facility experience, demonstrated experience with Division of the State Architect's Office (DSA) construction projects, and certification criteria.



The scores were then tabulated and the selection committee narrowed the field to a short list of the top six (6) firms. Reference checks were conducted for the short listed firms and they were invited to participate in the oral interview process. The firms were then ranked based upon their cumulative scores. Two of the SLBE firms interviewed were granted a 10 percent evaluation credit and non-SLBE firms who met the sub-consulting goals were granted a 5 percent evaluation credit. The top five (5) firms recommended for contract award, their ranking and SLBE status is as follows:

Ranking	Name of Firm	SLBE Status
1	Smith-Emery Company	Non-SLBE
2	ENGEO, Inc.	Non-SLBE
3	Inspection Services, Inc.	Non-SLBE
4	Construction Testing Services	Non-SLBE
5	Coverall Engineering Laboratories	SLBE

#### SHARED GOVERNANCE REVIEW:

Yes \_\_\_\_; No X; if yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

*(A negative response indicates that a review is not necessary)*

#### RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with: Smith-Emery Company; ENGEO, Inc.; Inspection Services, Inc.; Construction Testing Services, Inc.; and Coverall Engineering Laboratories for Special Inspection & Testing services to the District for the 2001 Proposition A Local General Obligation Bond, the State's Scheduled Maintenance Program, the State's Hazardous Substance Abatement Program, and as well as special Grant programs funded projects, as they become available for each firm at a total for all contracts not to exceed \$2.65 M over a three-year period, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
5408 S. UNIVERSITY AVE.  
CHICAGO, ILL. 60637

RECEIVED  
JAN 10 1964

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SUBJECT: [illegible]

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FOR: [illegible]

THROUGH: [illegible]



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 26, 2005

**B11**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CONTRACTS/GRANTS**  
**Authorization to Conduct a Study Abroad**  
**Program in Paris, France Spring 2006 and**  
**to Contract with ACCENT**  
**(Resolution No. 050526 – B11)**

## BACKGROUND INFORMATION:

On October 28, 1999, the Board of Trustees adopted resolution no. 991028-S4 authorizing the San Francisco Community College District to conduct excursions to Paris, France, and on December 16, 2003 adopted resolution no. 031216 – B5 authorizing the San Francisco Community College District to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students during Fall 2004 and Spring 2005. On February 24, 2005, resolution 050224-B7 authorizing a Fall 2005 program was also adopted.

Based upon a comparison of cost, value, and activities, the criteria of our requirements, and their price and policies, we are now requesting to renew our contract with ACCENT International Consortium for Academic Programs Abroad, Ltd for Spring 2006 in Paris.

The proposal for “Semester in Paris” Spring 2006 is based on the cost of activities, housing, excursions and ground transportation within France, and student medical insurance. The proposal is as follows:

Spring 2006: February 1, 2006 – May 31, 2006 (119 nights)  
Program cost (based on a minimum of 15 participants): \$7800

ACCENT has insurance coverage of \$3 million for general liability, errors and omissions issued by Calender-Robinson Co., Inc., General Insurance Brokers. City College of San Francisco is listed as an additional insured on the policy.

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ACCENT will continue to work very closely with the financial aid office at CCSF and make special efforts for delayed payments from those students who have successfully applied for financial aid. About 25-30% of CCSF students fall into this category and to our knowledge, ACCENT is the only organization that allows deferred payments until mid-semester. Furthermore, ACCENT will continue to offer **\$1,000** in scholarships per semester for Paris for those students coming from CCSF and the Bay Area who fulfill the criteria.

Students who meet the academic and financial criteria are eligible for both state and federal financial aid while participating in a CCSF study abroad program.

**SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_; No **X** ; If yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

*(A negative response indicates that a review is not necessary.)*

**RECOMMENDATION:**

RESOLVED: That the San Francisco Community College District approves authorization to conduct excursions to Paris, France, Spring 2006, and to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students; and

FURTHER BE IT RESOLVED: That the Chancellor, the Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the San Francisco Community College District to effectuate this resolution.

Originator: Joanne Low





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 26, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Phillip R. Day, Jr., Chancellor

**B12**

**Subject: CONTRACT/GRANT**

**Authorization to contract with the Foundation for California Community Colleges for mentoring services provided through the California Early Childhood Mentor Program in the amount not to exceed \$260,000, for the period of June 1, 2004 through May 31, 2005  
(Resolution No. 050526-B12)**

## **BACKGROUND INFORMATION:**

On May 3, 2005, the California Early Childhood Mentor Program received notification that, through City College of San Francisco, it has been awarded a Special Services Agreement from the Foundation for California Community Colleges with funds granted by the California Department of Education. With these funds, the California Early Childhood Mentor Program will provide services related to supplying qualified Mentors for students participating in the Temporary Assistance for Needy Families – Child Development Careers (TANF-CDC) Program. The amount requested is \$260,000 for the period June 1, 2004 through May 31, 2005.

An initial delay in the Foundation's receipt of the grant award from CDE resulted in a further delay in generating the Special Services Agreement with the California Early Childhood Mentor Program. However, the Agreement allows the retroactive use of these funds for expenses incurred for mentoring since June 1, 2004. This resolution requests authorization to appropriate all funds related to the Special Services Agreement from the Foundation for California Community Colleges for payment of Mentors for mentoring active TANF-CDC participants.

The total amount of the contract is \$260,000 for the period June 1, 2004 through May 31, 2005. There is no in-kind match or additional space required.

## **BOARD OF TRUSTEES**

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**05/26/05 – B12, page 1**  
**VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR**

Income

Foundation for California Community Colleges \$ 260,000

Expenditures

Mentor Stipends 239,200

Total Indirect @ 8% 20,800

Total Expenditure \$ 260,000

**SHARED GOVERNANCE REVIEW:**

Yes:\_\_\_\_; No: X; If yes, which Committee:\_\_\_\_\_

Date of Review:\_\_\_\_\_

*(A negative response indicates that a review is not necessary)*

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to the District to accept the amount of \$260,000 from the Foundation for California Community Colleges for the California Early Childhood Mentor Program, for the period of June 1, 2004 through May 31, 2005, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originators: Lawrence C. Klein, Linda Olivenbaum



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 26, 2005

**B13**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: CONTRACTS**

**Authorization to enter into an agreement with Corporate Screening Services to provide students in CCSF Health care programs with a criminal background check at a cost to the student of no more than \$41 for background check, beginning June 1, 2005  
(Resolution No. 050526-B13)**

**BACKGROUND INFORMATION:**

To enhance security many healthcare institutions since '9/11' have increased their investigation of the background of personnel that work and study at these facilities. City College of San Francisco has numerous contracts with Bay Area hospitals and other healthcare institutions for the purpose of allowing CCSF students to internship at these institutions while matriculating in a CCSF healthcare program. An increasing number of these institutions are now requiring that CCSF students undergo a background search prior to starting an internship with the institution.

The CCSF School of Health and PE seeks authorization to contract with Corporate Screening Services to conduct background checks when required by a CCSF affiliated healthcare institution. The degree to which a student's background is to be investigated is determined by the healthcare institution. However, CCSF will contract with CSS for a Level II investigation. The Level II investigation includes: a social security number trace, a search for felony or misdemeanor convictions for the past 7 years, and DHHS and General Service Administration database searches. Students that who wish to undergo a criminal background check using CSS will be asked to complete a CSS background request form and submit it along with a \$41 payment to CSS. Students will have access to the CSS customer service office in Cleveland, and, in addition, a local CSS account representative will be available for assistance. Students will not be required to use only CSS to obtain a background check.

CSS will report results via e-mail and its internet reporting system to the student's department chair. To ensure a student's privacy, CSS uses encrypted software and a secure user identification and password protection system. CSS is not a database company; it never sells or provides information to any unauthorized



party. CSS is in strict compliance with all applicable federal and state laws including but not limited to those outlined in the Federal Fair Credit Reporting Act and the California Investigative Consumer Reporting Agencies Act. When the background check clears a student for a clinical internship the report only states that the check is completed. If adverse action is reported, CSS provides the student with a copy of the report and a summary of his/her rights under the law.

No general funds of the District or an in-kind match are needed.

**RECOMMENDATIONS:**

RESOLVED: That authorization be given to enter into an agreement with Corporate Screening Services to provide students in CCSF Healthcare program with a criminal background check at a cost to the student of no more than \$41 per background check, beginning June 1, 2005, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the district to effectuate this resolution.

Originators: Linda Squires Grohe



**B14**

**Date:** May 26, 2005

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Authorization to modify existing Grants/Contracts  
(Resolution No. 052605-B14)

<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/ CONTRACTOR</u>	<u>ORIGINAL CONTRACT DATE</u>	<u>ORIGINAL TOTAL AMOUNT</u>	<u>CHANGE</u>	<u>NEW TOTAL NOT TO EXCEED</u>	<u>COMMENTS; ORIGINATOR</u>
A 040527-B5	The Wellness Center/Kaiser Foundation/ Welcome Back Center	July 1, 2004 – April 30, 2005	\$59,520	Increase contract by \$6,000 and extend contract to May 31, 2006	\$65,520	Originator: Linda Squires Grohe
B 040826-B16	Lumina Foundation/Kathleen Nelson	Sept. 1, 2004- June 30, 2005	\$80,000	Increase original contract by \$16,000; extend through 6.30.2006	\$96,000	Rollover existing contract for a full 12-months (July 1, 2005-June 30, 2006) and increase amount by \$16,000 in order to extend contract for FY 2005-2006 using funds from the award to NATN by the Lumina Foundation for Education. Originator: Dr. Philip R. Day, Jr.

**RECOMMENDATION:**

05/26/05 – B14 page 1

RESOLVED: That the Board authorizes the specified amendment to the Resolution as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.



# CITY COLLEGE OF SAN FRANCISCO

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**DATE:** May 26, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**B15**

**Subject: CONTRACT**  
**Authorization for the Small Business Development Center to enter into a contract with and receive \$20,000 from Lennar/BVHP to provide Business Assistance services to the Lennar/BVHP Hunters Point Shipyard Phase I redevelopment project.**  
**(Resolution No. 050526-B15)**

## BACKGROUND INFORMATION:

The Small Business Development Center proposes to provide contractual Business Assistance services to Lennar/BVHP for their Hunters Point Shipyard Phase I redevelopment project. For \$20,000, the SBDC will provide business assistance planning activities and as needed business assistance delivery in Bayview Hunters Point. This work is consistent with the Disposition and Development Agreement (DDA) under which Lennar/BVHP is operating.

The service period for delivery of SBDC services is immediately through March 31, 2006. The SBDC will (a) assist in forming a Planning/Advisory Committee for the Interim African Marketplace, (b) assist in developing a plan for the Interim African Marketplace, (c) perform outreach and recruitment for participant vendors in the marketplace, (d) provide business assistance to marketplace vendors, (e) provide business assistance to contractors in the Construction Assistance Program, (f) develop a plan for improved delivery of technical assistance to small businesses in the Bayview Hunters Point community and (g) support Lennar efforts to establish a minority program in Real Estate Development in the Bay Area.

## RECOMMENDATION:

THEREFORE, BE IT RESOLVED: That the Board of Trustees approves a contract with Lennar/BVHP for the sum of \$20,000 for the Small Business Development Center to provide Business Assistance services through March 31, 2006 for the Lennar/BVHP Hunters Point Shipyard Phase I redevelopment project.

BOARD OF TRUSTEES

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

05/26/05 - B15 page 1

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Steven Glick, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 26, 2005

**B16**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: CONTRACTS**

**Authorization to Conduct and Contract with  
ETRAV to Offer a Study Abroad Program in  
Mexico, Winter Break 2005/2006  
(Resolution No. 050526-B16)**

**BACKGROUND INFORMATION:**

By resolution no. 040224-B7, the Board of Trustees authorized the San Francisco Community College District to contract with ETRAV to provide the necessary transportation and on-site logistical services associated with a Study Abroad Program in Cuba.

ETRAV successfully handled the logistics for our Summer 2004 program in Cuba. Based upon a comparison of cost, value, and activities, the criteria of our requirements, and their price and policies and performance, and their expertise in Latin America, we are now requesting to contract with ETRAV to provide the necessary travel arrangements for a "Winter Break 2005/2006 in Mexico" program.

ETRAV has proposed the following program price:

No. of Students	Program Price
15-19	\$2,959
20-24	\$2,769
25-29	\$2,559

The program will offer transferable credit in Latin American Studies and Music. The costs of the program will be borne by the students. The District shall not expend any funds for transportation, housing, meals or incidentals.

05/26/05- B16 page 1

**BOARD OF TRUSTEES**

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ETRAV holds insurance coverage of five million dollars for general liability, errors and omissions issued by Liberty Mutual Insurance Company. City College of San Francisco will be listed as additional insured on the policy.

ETRAV will work closely with the Financial Aid Office at CCSF and make special efforts to adjust payment dates according to financial aid disbursement dates for those students who have successfully applied for financial aid. ETRAV will also work with the college to explore options that would afford low-income students the opportunity to actively participate in study abroad programs. Students who meet the academic and financial criteria are eligible for both state and federal financial aid while participating in a CCSF study abroad program.

ETRAV will offer **\$500** in scholarships for the Winterbreak in Mexico program for those students coming from CCSF and the Bay Area who fulfill the criteria.

**SHARED GOVERNANCE REVIEW:**

YES X NO \_\_\_; if yes, which committee: Academic Policies  
Committee

Date of Review: May 16, 2005

**RECOMMENDATION:**

RESOLVED: That the Chancellor, the Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to contract with ETRAV for logistical and program arrangements to and within Mexico in connection with a credit program, from December 27, 2005 to January 10, 2006; and

FURTHER BE IT RESOLVED: That the Chancellor, the Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the San Francisco Community College District to effectuate this resolution.

Originator: Joanne Low



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 26, 2005

**C1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: EQUIPMENT, SUPPLIES & SERVICES**

**Procurement of Equipment, Supplies, Services, Etc.,  
less than \$3,000  
(Resolution No. 050526-C1)**

**BACKGROUND INFORMATION:**

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than \$3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

**RECOMMENDATION:**

**RESOLVED:** That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling \$362,629.54 for February 2005 individual amounts of less than \$3,000 not heretofore approved as summarized and detailed below:

Direct Payments	\$ 153,747.93
Purchase Orders	187,089.15
Travel/Mileage	<u>21,792.46</u>
<b>GRAND TOTAL:</b>	<b>\$ 362,629.54</b>

James Kendrix, Originator

05/26/05 – C1 page 1

**BOARD OF TRUSTEES**

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** May 26, 2005

**C2**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject: EQUIPMENT, SUPPLIES & SERVICES**  
**Procurement of Equipment, Supplies,**  
**Services, Etc., more than \$3,000**  
**(Resolution No. 050526-C2)**

## **BACKGROUND INFORMATION:**

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

Please note that some of the items represent significant expenditures but are actual annual payment encumbrances which are dispersed monthly. In some cases, these items are paid in simple annual payment given the terms and the conditions of our vendor contracts. These items are identified for you in the attachment.

## **RECOMMENDATION:**

**RESOLVED:** That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "B".

**GRAND TOTAL: \$ 4,123,141.13**

James Kendrix, Originator

04/28/05- C2 page 1

## **BOARD OF TRUSTEES**

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR



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A	B	C	D	E	F	G	H	I	J	K
1	Fund	Org	Acct	Prog	Act	Department	Vendor	Doc	Amount	Description
2	* U	0004	5190	6600	S	Board of Trustees	WestEd	TPC9177	3,000.00	Other Consulting
3	U	0020	5130	6600	S	Chancellor's Office	Association of Community College Trust	DPC9604	3,377.00	Dues and Memberships
4	U	0070	5720	6600	S	General Counsel Office	Renne Sloan Holtzman & Sakai, LLP	DPC9062	10,513.51	Litigation
5	U	1530	4301	6720	S	Payroll	Moore Wallace North America, Inc.	PO53363	3,372.55	Printing Supplies
6	U	2510	4302	6780	S	ITS-Administration	CDW Government, Inc.	POC7059	4,030.79	Computer Supplies
7	* U	2542	5650	6780	S	ITS-LABS	Golden Gate Systems	TPC7077	4,800.00	Maint & Repair - Equipment
8	* U	2542	5650	6780	S	ITS-LABS	Golden Gate Systems	TPC7069	8,400.00	Maint & Repair - Equipment
9	U	3000	5190	6730	S	Employee Relations	Computer Reporting Service, Inc.	DPD1501	3,175.00	Other Consulting
10	* U	3542	4303	6550	S	M&R - Buildings	Steam & Plumbing	TPB8680	3,000.00	Other Supplies
11	* U	3542	5640	6550	S	M&R - Buildings	Lynch & Sons Van & Storage Co.	TPC1807	3,900.00	Maint & Repair - Non-Equipment
12	* U	3542	5640	6550	S	M&R - Buildings	Pacific Auxiliary Fire Alarm Co.	TPC1812	13,000.00	Maint & Repair - Non-Equipment
13	* U	3542	5640	6550	S	M&R - Buildings	Pacific Coast Trane Service	TPC1813	13,000.00	Maint & Repair - Non-Equipment
14	* U	3569	4303	6770	S	Custodial Services	Corporate Express	TPC2351	4,000.00	Other Supplies
15	* U	3569	4303	6770	S	Custodial Services	Grainger	TPC2328	5,000.00	Other Supplies
16	* U	3569	4303	6770	S	Custodial Services	Omega Pacific Electrical Supply	TPC2329	5,000.00	Other Supplies
17	* U	3569	4303	6770	S	Custodial Services	AmSan West/Easterday Janitorial Supply	TPC2326	7,000.00	Other Supplies
18	* U	3569	4303	6770	S	Custodial Services	Waxle Sanitary Supply	TPC2354	12,000.00	Other Supplies
19	* U	3569	5657	6770	S	Custodial Services	Photo Waste Recycling Co	TPC2330	3,500.00	Maint - Hazardous Materials
20	U	4900	5610	6770	S	Central Services	Eugene Moggia, Trustee	DPC9111	5,000.00	Other Property Leases
21	* U	7184	5610	0900	N	Apprenticeship Program	Bay Area Plastering Industry JATC	TPC7641	3,200.00	Other Property Leases
22	* U	7184	5610	0900	N	Apprenticeship Program	Meat Cutters, JATC - UFCW Local 101	TPC7642	3,600.00	Other Property Leases
23	* U	7184	5610	0900	N	Apprenticeship Program	Bay Area Counties Roofing/Waterproofin	TPC7644	4,000.00	Other Property Leases
24	* U	7184	5610	0900	N	Apprenticeship Program	Plumbing & Pipe Fitting Industry U.A.	TPC7643	10,000.00	Other Property Leases
25							Total Unrestricted		135,868.85	
26										
27	* 121023	7224	5190	0400	C	NSF-Fix-a-Gene (Due-0202327) Yr-3	Heffner E	PSC9176	3,500.00	Other Consulting
28	* 121023	7224	5190	0400	C	NSF-Fix-a-Gene (Due-0202327) Yr-3	Weiler D	PSC9168	6,670.00	Other Consulting
29	* 121118	7421	5190	6840	S	MOCD/SBDC 04-05	Zlatar M	PSC8071	3,000.00	Other Consulting
30	* 121118	7421	5190	6840	S	MOCD/SBDC 04-05	Perry R	PSB8844	3,377.64	Other Consulting
31	* 121118	7421	5190	6840	S	MOCD/SBDC 04-05	Camerato T	PSC8069	5,000.00	Other Consulting
32	* 121118	7421	5190	6840	S	MOCD/SBDC 04-05	Hilliard and Associates	TPC8068	5,000.00	Other Consulting
33	* 121196	5153	5210	6020	S	Biolink: NATE-Biotech	UC Regents	TPC3514	25,000.00	Travel - Non-Local
34	* 121219	7421	5190	6840	S	SJSU/SBDC - YR2005	Chendes J	PSB5725	4,000.00	Other Consulting
35	* 121219	7421	5190	6840	S	SJSU/SBDC - YR2005	Chen C	PSC5724	5,000.00	Other Consulting
36	* 121219	7421	5190	6840	S	SJSU/SBDC - YR2005	Simon J	PSC8073	5,000.00	Other Consulting
37	* 121219	7421	5190	6840	S	SJSU/SBDC - YR2005	Meharry C	PSC8074	5,000.00	Other Consulting
38	* 121512	7173	5190	6470	S	VTEA 1C 2004-2005	Hadden J	PSC3943	3,402.00	Other Consulting
39	121512	7324	6411	1000	C	VTEA 1C 2004-2005	Virco Mfg Corporation	POC4158	6,163.89	Add-Furniture/Fixtures
40	121512	7403	6414	0500	N	VTEA 1C 2004-2005	Microgear Inc	POC7616	5,152.27	Add-Miscellaneous Equipment
41	121512	7546	6411	1000	C	VTEA 1C 2004-2005	Audio Graphic Systems	POC6027	3,244.22	Add-Furniture/Fixtures
42	121512	7546	6414	1000	C	VTEA 1C 2004-2005	Keeble & Shuchat Photography	POC6029	4,200.31	Add-Miscellaneous Equipment
43	123118	7901	4102	6499	N	Calworks Program 04-05	CPP, Inc.	POC6138	8,513.00	Textbooks
44	* 123118	7901	5190	6499	N	Calworks Program 04-05	IMPAQ	TPC6142	9,998.00	Other Consulting
45	123118	7901	5210	6499	N	Calworks Program 04-05	Westin Hotels	DPC5396	3,327.89	Travel - Non-Local
46	123210	7320	5190	6420	C	Disabled Student Excess Cost 04-05	Hahn D	PSC0842	4,000.00	Other Consulting
47	* 123210	7320	5190	6420	C	Disabled Student Excess Cost 04-05	Bay Area Communication Access	TPC0813	10,000.00	Other Consulting
48	123210	7320	5190	6420	C	Disabled Student Excess Cost 04-05	Raposo N	PSC0844	13,200.00	Other Consulting
49	123210	7320	6414	6420	C	Disabled Student Excess Cost 04-05	National Captioning Institute	POC4270	9,150.00	Add-Miscellaneous Equipment

Page 1 of 3  
05/05/26  
\* equals encumbrances to be paid on a monthly basis  
+ equals encumbrances to be paid by multiple payments during the fiscal year







	A	B	C	D	E	F	G	H	I	J	K
1		Fund	Org	Acct	Prog	Act	Department	Vendor	Doc	Amount	Description
50		123210	7320	6414	6420	C	Disabled Student Excess Cost 04-05	ATYL Therapeutic Systems	POC4520	10,578.76	Add-Miscellaneous Equipment
51	*	123373	7175	5190	6840	N	IDRC - Healthcare Tech #04-326-26	Private Industry Council of San Franci	TPC7569	23,000.00	Other Consulting
52	*	123373	7175	5190	6840	N	IDRC - Healthcare Tech #04-326-26	Shirley Ware Education Center	TPC7568	30,000.00	Other Consulting
53		123409	7264	4303	6840	C	ECO-NCBC 04-05 CT#04-304-002	Invitrogen Corporation	POA4818	3,326.18	Other Supplies
54		123409	7264	6414	6840	C	ECO-NCBC 04-05 CT#04-304-002	New Brunswick Scientific Co., Inc.	POA9758	15,987.31	Add-Miscellaneous Equipment
55		123709	7334	5190	2100	N	F & KCE 04-05	Fairmont Hotel	DPC9851	7,741.65	Other Consulting
56		123858	8840	6414	0900	C	Inst Equip & Materials 04-06	Technical Instruments S.F.	POC3397	5,400.56	Add-Miscellaneous Equipment
57		125027	0020	5210	6499	C	Lumina-NATN Program Yr1	Kosakura Tours & Travel	DPC9608	3,436.83	Travel - Non-Local
58		125035	7725	4303	6499	C	Yr-1 Assoc Degree Nursing Exp 04-05	Pocket Nurse Enterprises Inc	POB5645	3,046.40	Other Supplies
59		125112	1105	5190	6599	S	Chinatown Rental Properties	ED2 International Architects/Planners	DPD0653	74,894.75	Other Consulting
60		125503	1105	4301	6950	S	Parking Fund Fees 00-01	Prestige Graphics, Inc.	POD1004	8,544.38	Printing Supplies
61		125508	4026	5530	6200	S	Telephone & Web Services	EPOS Corporation	DPC4686	9,500.00	Telephone
62		125510	7421	5190	6840	S	SBDC Program Income	Mcharry C	DPD0951	3,080.00	Other Consulting
63	*	127304	9210	5190	7010	S	SF Airport Commission-42	Dunham N	PSC8897	26,800.00	Other Consulting
64	*	127304	9210	5190	7010	N	SF Airport Commission-42	Bolt Systems Inc	TPC8898	47,400.00	Other Consulting
65	*	127428	9210	5190	7010	N	SF Airport Commission-42	The Regents of the University of Calif	TPC8899	9,000.00	Other Consulting
66	*	211035	7334	4303	6920	N	CCFP-Preschool 04-05	U.S. Foodservice	TPC2794	5,500.00	Other Supplies
67	*	221010	7138	4211	6940	C	Hotel/Restaurant	Greenleaf Produce	TPC1740	7,000.00	Cafeteria-COGS (Food)
68	*	221010	7138	4211	6940	C	Hotel/Restaurant	Challenge Dairy Products	TPC1746	7,000.00	Cafeteria-COGS (Food)
69	*	412860	8067	6202	7100	S	HM 01-02#1A Ocean NE Clsrm Haz Abat	Proven Management, Inc	CTC9026	200,000.00	Construction in Progress
70	*	420692	8062	6202	7100	H	SM 01-02 Sci Hal-Bldg Fire Alarm Sys	Crown Electric, Inc.	CTC9022	3,250.00	Construction in Progress
71		420693	8110	6202	7100	H	SM 01-02 Alemany-Bldg Fire Alarm Sys	SEWUP JPA	DPC8267	3,983.00	Construction in Progress
72		420694	8063	6202	7100	H	SM 01-02 Smith/St-Bldg Fire Alarm Sys	SEWUP JPA	DPC8267	4,564.50	Construction in Progress
73		420694	8065	6202	7100	H	SM 01-02 Smith/St-Bldg Fire Alarm Sys	SEWUP JPA	DPC8267	4,564.50	Construction in Progress
74	*	420696	8053	6204	7100	H	SM01-02 #01A-Cloud Hall Fire Alarm	SCA Environmental, Inc.	CTC8305	4,653.00	Hazardous Materials
75	*	42150C	8053	6202	7100	H	HS-Science Hall & Cloud Hall Elevat	CDX Builders, Inc	CTA8699A	9,800.00	Construction in Progress
76	*	42150C	8062	6202	7100	H	HS-Science Hall & Cloud Hall Elevat	CDX Builders, Inc	CTA8699A	9,800.00	Construction in Progress
77		425001	8312	6101	7100	L	Bond-Chinatown/NB Land Purchase	Shute, Mihaly & Weinberger LLP	DPB9497	8,830.16	Sites (Planning)
78	*	431002	8412	5610	7100		New Mission-Consulting Services	Alabama Street Partners	TPC4099B	434,285.04	Other Property Leases
79		431002	8412	6202	7100		New Mission-Consulting Services	Elite of The Bay Area, Inc	DPC8380	5,757.08	Construction in Progress
80	*	431002	8412	6202	7100		New Mission-Consulting Services	William Decker & Co.	CTC8382	9,200.00	Construction in Progress
81	*	431002	8412	6202	7100		New Mission-Consulting Services	William Decker & Co.	CTD0681	9,640.00	Construction in Progress
82	*	431002	8412	6202	7100		New Mission-Consulting Services	Livco Heating & Sheet Metal, Inc.	CTC8384	12,250.00	Construction in Progress
83	*	431002	8412	6202	7100		New Mission-Consulting Services	Ng's Landmark Building & Engineering	CTC8369	14,900.00	Construction in Progress
84	*	431002	8412	6204P	7100		New Mission-Consulting Services	Hazard Management Services Inc	CTC0005A	47,370.00	Planning Harzard Materials
85	*	432001	8710	6202	7100		Seismic Upgrade and Improvements	Tom Lewis Restoration & Consulting	CTC4105A	5,000.00	Construction in Progress
86		432605	8610	6202	7100		Ergonomic Equipment	E.J. Weber Electric Company, Inc.	DP93900	7,350.00	Construction in Progress
87	*	432801	8051	6203	7100		Batmale Hall Comp Lab Renovation	William M Koenig Consulting & Inspecti	CTD0673	17,000.00	Project Management
88	*	433005	8510	6201	7100		Downtown Campus Ground Floor Renova	Barcelon & Jang	CT41343B	85,996.00	Planning Costs
89		433005	8510	6202	7100		Downtown Campus Ground Floor Renova	Keenan & Associates	DPC8370	3,401.93	Construction in Progress
90		433005	8510	6202	7100		Downtown Campus Ground Floor Renova	SEWUP JPA	DPC8363	50,328.00	Construction in Progress
91	*	433005	8510	6202	7100		Downtown Campus Ground Floor Renova	D.F.P.F (dba Fine Line Corp)	CTC9014	1,133,620.00	Construction in Progress
92	*	433008	8066	6202	7100		Student Union Renovation	Atlas Pellizzari Electric Inc.	CTD0678	8,595.00	Construction in Progress
93	*	433018	8070	6201	7100		Arts Bldng Horticulture & Renovatio	Paul Roberts & Partners	CTC0018B	175,165.16	Planning Costs
94		433025	8510	6202	7100		Dwntwn Library Basement Renovation	Cor-O-Van Moving & Storage Co., Inc.	DPC8349	8,388.35	Construction in Progress
95	*	433025	8510	6202	7100		Dwntwn Library Basement Renovation	Cumiskey Construction Inc.	CTC4047	66,821.50	Construction in Progress
96		433025	8510	6411	7100		Dwntwn Library Basement Renovation	Allsteel Inc.	POC8275	14,549.37	Add-Furniture/Fixtures
97		433025	8510	6411	7100		Dwntwn Library Basement Renovation	The Corner Office	POC8390	84,529.41	Add-Furniture/Fixtures

Page 2 of 3  
05/05/26  
+ equals encumbrances to be paid on a monthly basis  
\* equals encumbrances to be paid by multiple payments during the fiscal year





	A	B	C	D	E	F	G	H	I	J	K
1		Fund	Org	Acct	Prog	Act	Department	Vendor	Doc	Amount	Description
98	*	433026	8812	6202	7100		JAD Campus Main & Gym Modernization	Alpha Bay Builders, Inc.	CTC1916A	110,720.84	Construction in Progress
99		433026	8812	6203	7100		JAD Campus Main & Gym Modernization	Inspection Services, Inc.	CTB3286B	26,820.01	Project Management
100		433026	8812	6411	7100		JAD Campus Main & Gym Modernization	Viking Office Products	POC9008	3,124.55	Add-Furniture/Fixtures
101		433030	8054	6202	7100		Conlan Fire Alarm Upgrade	SEWUP JPA	DPC8267	3,167.75	Construction in Progress
102	*	433401	8811	6201	7100		Slate Grant - JA Prelim Plans	Paul Roberts & Partners	CTC0018B	523,611.09	Planning Costs
103	*	434005	8069	6202	7100		200 Bungalow Moves	Sun Electric	CTC8372	12,100.00	Construction in Progress
104	*	434006	8069	6202	7100		Student Health Center	Proven Management, Inc	CTC9026	237,290.00	Construction in Progress
105	*	434504	8084	6202	7100		Reservior Berm Removal	Proven Management, Inc	CTC9026	7,710.00	Construction in Progress
106	*	435003	8076	6201	7100		Havelock Bungalows	Martin M. Ron Associates, Inc.	CTD0693	15,000.00	Planning Costs
107	*	611000	9900	5450	6720	S	Workers Compensation	The Workers' Compensation Div. of DHR	TPC1881	152,000.00	Self-Insurance Claims
108								<b>Total Restricted</b>		<b>3,987,272.28</b>	
109											
110								<b>Total Unrestricted and Restricted</b>		<b>4,123,141.13</b>	







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 26, 2005 **C3**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GRANTS**  
**Acceptance of Gifts**  
**(Resolution No. 050526-C3)**

## BACKGROUND INFORMATION:

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding \$250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding \$1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

## SHARED GOVERNANCE REVIEW:

Yes \_\_\_\_\_: No   X  : If yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

## RECOMMENDATION:

WHEREAS: The SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Vice Chancellor of Academic Affairs Don Griffin declares that these gifts will enhance the instructional program of the San Francisco Community College District;

THEREFORE BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

Dr. Kathleen Sullivan Alioto, Originator

## BOARD OF TRUSTEES

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DESCRIPTION	DONOR	MARKET VALUE DECLARED BY DONOR
April 2005		
1. Cash	Hortensia Chang	\$300
2. Cash	Forest Hill Garden Club	\$500
3. Cash	Alvin Jenkins	\$566
4. Cash	Veronica Hunnicutt	\$300







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 26, 2005 **C4**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr. Chancellor

**Subject:** **DISPOSAL OF EQUIPMENT**  
**Disposal of Personal Property with Insufficient Sales Value**  
**(Resolution No. 050526-C4)**

## BACKGROUND INFORMATION:

It has been determined that the property identified in Schedule A is unsatisfactory and not in serviceable condition, and is of insufficient value to defray the costs of arranging a sale. It is recommended that the property be disposed of through recycling or through Regular waste disposal services.

California Education Code Section 81452 reads in part as follows: "(c) If the Board by a unanimous vote of those members present, finds that the property is of insufficient value to defray the cost of arranging a sale, it may be disposed of in the local public dump."

The College has implemented a program where it makes such property available to Got Junk and Scrap Scrounger's Center where the items are recycled for art parts and used by non profit organizations prior to disposal.

## SHARED GOVERNANCE REVIEW:

Yes \_\_\_\_; No  X  ; If yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

*(A Negative Response indicates that a Review is not necessary)*

## RECOMMENDATION:

**RESOLVED:** That authorization is hereby granted to dispose of all unsatisfactory and unserviceable equipment listed on Schedule A,

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the College to effectuate this resolution.

James Kendrix, Originator

05/26/05 - C4 Page 1

### BOARD OF TRUSTEES

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TO: [Redacted]  
FROM: [Redacted]  
SUBJECT: [Redacted]  
DATE: [Redacted]

1. [Redacted]

2. [Redacted]

3. [Redacted]

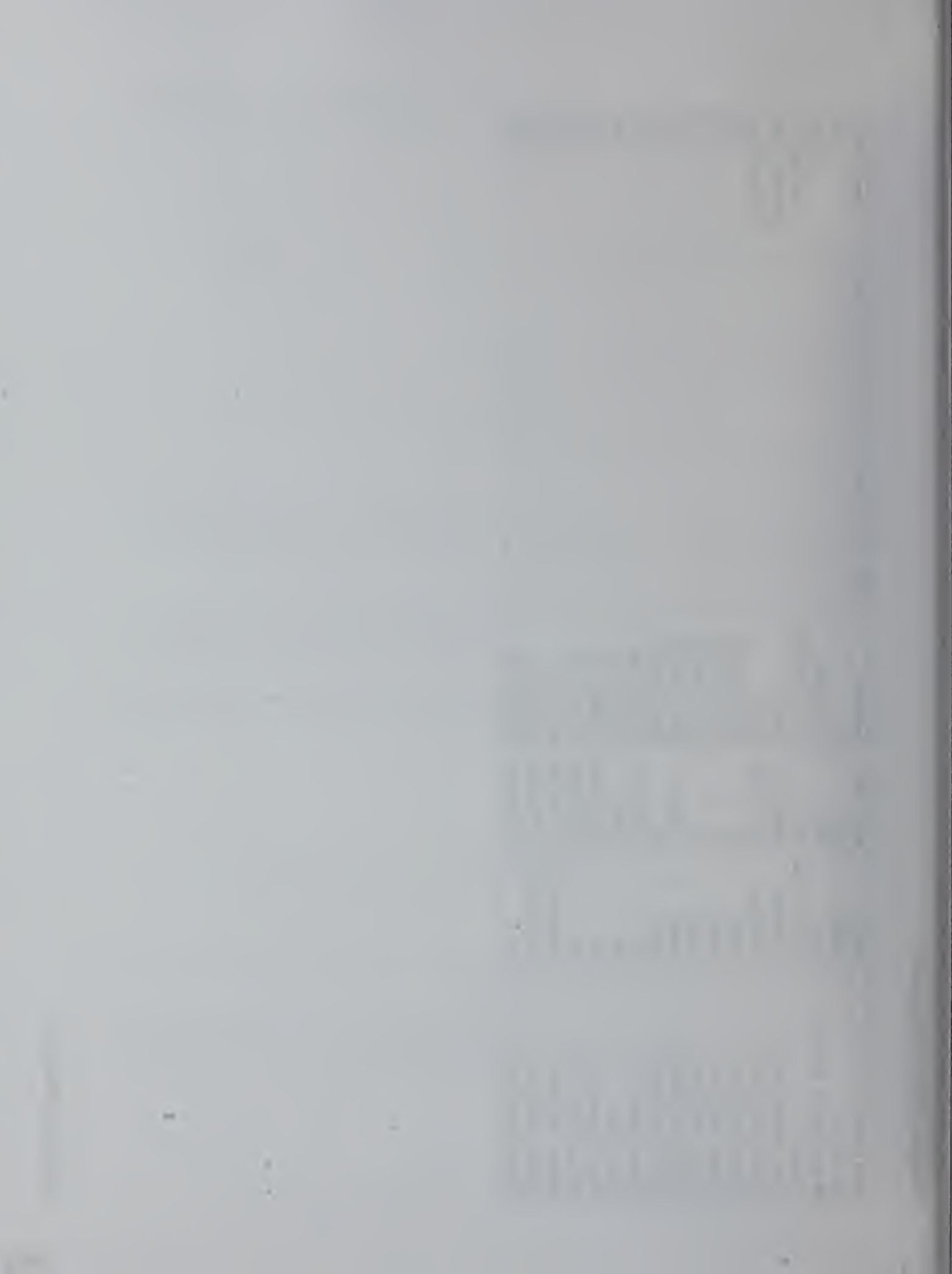
4. [Redacted]

5. [Redacted]

6. [Redacted]

7. [Redacted]

Item Name	MFG.	Model No.	Serial No.	CCSF	Acquisition	Orig. Cost	Appr. Value	Department
Schick CPU	Schick	N/A	N/A					C304
Wheelwriter 30, Series II	IBM	6787	11-0141863					EVANS
Typewriter	Smith Corona	MCIII	IMCA1103818M					Arts Bldg 201
Utility Vehicle (cart)	Cushman	8985709110	639016					Gardener Shop
Utility Vehicle (cart)	Cushman	8985709020	632972					Gardener Shop
System Unit Tower	Apple	G3	XB9111BAFQ0					L-139
System Unit Tower	Apple	G3	XB9111D6FQ0					L-139
System Unit Tower	Apple	G3	XB9111J0FQ0					L-139
System Unit Desktop	Apple	Power PC	XB8411BXDL4					L-139
System Unit Tower	Apple	G3	XB9110XAFQ0					L-139
Server System Unit	HP	LH3PII350	US84200788					L-139
Laser Printer	HP	C2009A	USCB176789					L-139
Server System Unit	HP	D502160200	US80601112					L-139
Server System Unit	HP	LHPPro6/200	SG71301813					L-139
System Unit Tower	Arsys Innotech	HTPIII500IN	820001002					L-139
System Unit Tower	Arsys Innotech	HTPIII500IN	820001000					L-139
Server System Unit	HP	LC2000PIII733	US03642255					L-139







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**G1-G11**

**DATE:** May 26, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** Academic Employees (Faculty)  
Credit Program/Non-Credit Program  
District Funded  
City College of San Francisco  
(Resolutions Nos. 050526-G1-G11)

## BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

## SHARED GOVERNANCE REVIEW:

Yes:\_\_\_\_; No: X : If yes, which committee:\_\_\_\_\_  
Date of Review:\_\_\_\_\_

(A negative response indicates that a review is not necessary.)

Clara Starr, Originator

## BOARD OF TRUSTEES

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

**TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted**

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

**SPRING 2005**

(+: Full-time overload/extra pay)  
(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Cabahug, Elma P	English As a Second Language	Credit
Cortez, Brynne R	Fashion	Credit
Freedman, Beth Gail	Health Science	Credit
+ Iles, Tandy	Health Science	Credit
Kinsbourne, Sabrina M	Health Care Technology	Credit
+ Kuusisto, Sharon	Foreign Languages	Credit
+ Legion, Vicki Wirth	Health Science	Credit
McNichol, Thomas p.	English As a Second Language	Credit
Mijatovic, Katarina	Information Technology Srves	Credit
Niosi, Andrea E.	Information Technology Srves	Credit
Otero, Marietta R	Phillipine Studies	Credit
Otero, Marietta R	Foreign Languages	Credit
+ Phillips, Catherine	English As a Second Language	Credit
Quen, Colleen L	Fashion	Credit
Siefkes, Tina J	Fashion	Credit
+ Silva, Manuel Joseph	Licensed Vocational Nursing	Credit
+ Stewart, Debra M	African-American Studies	Credit
+ Swingle, Stephen R	Physics	Credit
+ Zakus, Sharron M	Health Science	Credit

G1 Spring 2005: 19

**SUMMER 2005**

(+: Full-time overload/extra pay)  
(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Aceornero, Mare	Foreign Languages	Credit
+ Aguiar, Glenn E	Mathematics	Credit
+ Allen, Mary J	Health Care Technology	Credit
Aparicio, Hugo	Bus/Office Tech/Small Bus	Credit
Armendinger, Brent S	Older Adults	NonCredit
Arroyo-Neves, Martha E	Library Services	Credit
Axt, Anita A	Foreign Languages	Credit
Azevedo, Neyde	Music	Credit
Babin, Joanne W	English	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

Baesierra, Benjamin J	English	Credit
Badler, Randolph D	Behavioral Sciences	Credit
+ Baird, Roger L	Art	Credit
Baraff, Barbara E	Foreign Languages	Credit
Barresi, Patrick J	Health Science	Credit
Barrett, Charles F	Bus/Office Tech/Small Bus	NonCredit
Bartholomew, Muriel I	Foreign Languages	Credit
+ Barton, Gail G	Phys Education & Dance	Credit
+ Batchelor, Karen L	English As a Second Language	Credit
Battel, William A	Evening Division	Credit
+ Batty-Sylvan, John	English	Credit
Bautista, Reina G	Foreign Languages	Credit
+ Beasley, Willis M	Engineering & Technology(Weld)	Credit
Beavers, Anna R	Bus/Office Tech/Small Bus	NonCredit
+ Bell, Loren	English	Credit
Bello, Leonel	Bus/Office Tech/Small Bus	Credit
Bender, Beverley J	Older Adults	NonCredit
Bernstein, Harry	Older Adults	NonCredit
Berston, Susan	Bus/Office Tech/Small Bus	NonCredit
Berston, Susan	Bus/Office Tech/Small Bus	Credit
Bertens, Matthew A	Mathematics	Credit
Bertolini, Ilsa D	Interdisciplinary Studies	Credit
Beyer, Karyn J	Broadcast Electronic Media Art	Credit
+ Biehn, Jennifer	Bus/Office Tech/Small Bus	Credit
Blair, Caroline M	Film Production	Credit
Bloom, Harriet	Older Adults	NonCredit
Blundell, Solon F	Mathematics	Credit
Body, Michele M	Radiologic & Imaging Technology	Credit
Boegel, Thomas Paul	Information Technology Srvcs	Credit
Boegel, Thomas Paul	Telecourses	Credit
+ Bogatsky, Ariadna M	Biological Sciences	Credit
Boguski, Mark E	Art	Credit
Bohan, Janet Ruth	Computer Networking & InfoTech	Credit
Bosson, Monica N.	English	Credit
Breda, Carmen	Consumer Education	NonCredit
Britton, Ruth B	English As a Second Language	Credit
Broderick, Diane E	Behavioral Sciences	Credit
Brothers, Jo E	Consumer Education	NonCredit
+ Brown III, Harold C	Phys Education & Dance	Credit
+ Brown, Jessica Janiece	English	Credit
+ Brown, Steven W	Environmental Hort & Floristry	Credit
Brownsey, Maureen A	Gay/Lesbian & Bi-Sexual Stud.	Credit
Brunner, Edda S	Foreign Languages	Credit
Bryja, Claia O	Astronomy	Credit
Buchsbaum, Jessica G	English As a Second Language	NonCredit
+ Buford, Sylvia Y	Child Dev. & Family Studies	Credit
Burick, Kathleen L	Phys Education & Dance	Credit
Burns, John T	Mathematics	Credit
+ Butler, Rebecca Joyce	Bus/Office Tech/Small Bus	Credit
+ Calvello, Michael	English	Credit
Calvo, Juan	Foreign Languages	Credit



Camargo, Yelena	Foreign Languages	Credit
+ Carballo, Pebble S	Bus/Office Tech/Small Bus	Credit
Carlson, Lennis Jay	Music	Credit
Carpenter, Janet Louis	Art	Credit
+ Castro-Gonzalez, Gonza	Mathematics	Credit
Chacon, Cinthia G	Foreign Languages	Credit
Cham, James F	English As a Second Language	NonCredit
Chan, Andrew K	English As a Second Language	NonCredit
Chang, Benjamin P	English As a Second Language	NonCredit
Chapuis, Dominique	English As a Second Language	NonCredit
Charlton, Kathleen N	Health Care Technology	Credit
Chen, Cora	English As a Second Language	NonCredit
Chen, Grace S	Mathematics	Credit
Chen, Kwan S	Mathematics	Credit
Chinn, Garrett	Older Adults	NonCredit
Chun, Derrick Q	Bus/Office Tech/Small Bus	NonCredit
Chung, J Chuong H	Asian-American Studies	Credit
Chytrowski, Patricia C	Graphic Communication	Credit
Clark, Leslie E	English As a Second Language	NonCredit
+ Clark, Robert M	Behavioral Sciences	Credit
Cline, Elissa A.	Interdisciplinary Studies	Credit
Coles, Lynn M	Older Adults	NonCredit
Collins, Warren	English As a Second Language	NonCredit
Colonnese, Victor	Bus/Office Tech/Small Bus	Credit
Compean, Richard	English	Credit
+ Concein, Claudio	Foreign Languages	Credit
Connors, James Michael	Fire Science	Credit
Corry, Megan Diane	Health Care Technology	Credit
Costarides, Harilaos V	English	Credit
Costello, Patricia A	English As a Second Language	NonCredit
Cox, Carolyn L	English As a Second Language	NonCredit
Cunningham, Cassandra	Phys Education & Dance	Credit
Cunningham, James B	Phys Education & Dance	Credit
Cutten, Barbara M	Bus/Office Tech/Small Bus	Credit
D'Aquisto, Adam A	Phys Education & Dance	Credit
Daddy, Kwaku	Music	Credit
+ Dang, Lorrain L	Chemistry	Credit
Darek, Jeffrey L.	Mathematics	Credit
Davis, Bob	Music	Credit
Dawe, A. Timothy	Physics	Credit
Dent, Carol J	English As a Second Language	NonCredit
Diamond, Joseph N.	English As a Second Language	NonCredit
Dill, Robert L	English As a Second Language	NonCredit
Dinkins, Shari H	English	Credit
+ Dore, David A	Bus/Office Tech/Small Bus	Credit
+ Duggan, Bradley J	Phys Education & Dance	Credit
Dulman, Marc	English	Credit
Easa, Leila F	English	Credit
Edmondson, Wilbur O	English As a Second Language	NonCredit
+ Edwards, Sharon	Biological Sciences	Credit
Fuciso, Franz J	Music	Credit



TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

Fajilan, Ann	Theater Arts	Credit
Faus, Lynn	Older Adults	NonCredit
Fernandez, Germania	Foreign Languages	Credit
+ Ferrara, Lawrence	Music	Credit
Fielding, John D	English	Credit
Fine, Brandon L	English As a Second Language	NonCredit
+ Fiore, Linda J	Health Care Technology	Credit
+ Fong, May	Consumer Education	NonCredit
+ Fong, Raymond H	Chemistry	Credit
Frahm, Janene	English	Credit
Fredericks, James T	Mathematics	Credit
Fung, Allen K	Bus/Office Tech/Small Bus	NonCredit
+ Gamba, Raymond J.	Behavioral Sciences	Credit
+ Garcia, Diane Renee	Diagnostic Medical Imaging	Credit
Gardiner, Jeffrey	English	Credit
Garlick, Mary K	English	Credit
Gates, Robin	English As a Second Language	Credit
Gavryshova, Nataliya K	Mathematics	Credit
Gee, Janet	Health Science	NonCredit
+ Giang, Chi N	Mathematics	Credit
Giardino, Alexandria J	English	Credit
Gilewska, Bozena	English As a Second Language	NonCredit
Ginsberg, Elaine B	Art	Credit
Giusto, Thomas L	Phys Education & Dance	Credit
Givens-Tolson, Cathryn	Consumer Education	NonCredit
Goedert, Judith E	Biological Sciences	Credit
Goldberg, Alan H	English As a Second Language	NonCredit
Goldstein, Augusta Alc	English As a Second Language	NonCredit
Gordon, Susan E	English As a Second Language	NonCredit
Goseco, Marcia Priscil	Bus/Office Tech/Small Bus	NonCredit
+ Graber, Mary R	Phys Education & Dance	Credit
+ Grady, Margaret	Phys Education & Dance	Credit
+ Grass, James C	Biological Sciences	Credit
Grayson, Richard B	Bus/Office Tech/Small Bus	NonCredit
Grimes, Paul G	English As a Second Language	Credit
Gruenig, Thomas B.	Bus/Office Tech/Small Bus	Credit
+ Guichard, Margaret	Health Care Technology	Credit
Guillen-Nunez, Edith	Health Science	Credit
Guiuan, Antonio S	Asian-American Studies	Credit
Guo, Sujuan	English As a Second Language	NonCredit
Gurney, Robert Peter	Behavioral Sciences	Credit
+ Guthrie, Michael J	Biological Sciences	Credit
Hahn, Juergen S	Foreign Languages	Credit
+ Hanson, Edward S	Biological Sciences	Credit
Harb, Kamal M	Health Science	Credit
Harrison, Cindi J	Learning Assistance	Credit
Hawthorne, Mark R	Administration of Justice	Credit
+ Hayes, Daniel	Phys Education & Dance	Credit
Haynes-Creswell, Sharo	Bus/Office Tech/Small Bus	NonCredit
+ Hector, Willie	Phys Education & Dance	Credit
Hellerstein, Nathaniel	Mathematics	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

Helmy, Anna-Lisa	English As a Second Language	NonCredit
Hom, Melvin L	Mathematics	Credit
Hong, Patricia Y	English As a Second Language	NonCredit
Hope, Linda M.	Older Adults	NonCredit
Hopkins, Aisjah B	Older Adults	NonCredit
Hopkins, Aisjah B	Bus/Office Tech/Small Bus	NonCredit
+ Hornor, Ni Z	Mathematics	Credit
Hovanesian, Suzanne A.	Information Technology Srvcs	Credit
Hovancsian, Suzanne A.	English As a Second Language	NonCredit
+ Hu, Karin G	Behavioral Sciences	Credit
Hu, Thomas	Mathematics	Credit
+ Hubbell, Judy	Music	Credit
Hudson, Julia	Bus/Office Tech/Small Bus	NonCredit
Hudspeth, Charles M	Music	Credit
Hughes, Patricia B	English As a Second Language	NonCredit
Hurley, Kathleen M	Diagnostic Medical Imaging	Credit
Huston, Jenny	Cul Arts & Hospitality Studies	NonCredit
Huszagh-Lockwood, Debo	English As a Second Language	NonCredit
Ishibashi, Jean T	Interdisciplinary Studies	Credit
Jackson, Lawrence J	Bus/Office Tech/Small Bus	NonCredit
Jch, Wesley M.	Mathematics	Credit
Johnson, Michael S	Foreign Languages	Credit
Johnson, Robert T	Physics	Credit
Jones, Keith D.	Bus/Office Tech/Small Bus	NonCredit
Kailath, Priya Susan	English As a Second Language	NonCredit
+ Kan, Jimmy P	Mathematics	Credit
Kaneshiro, Dawn	Art	Credit
+ Kao, Lancelot Long-Tse	Astronomy	Credit
Karapetyan, Lyudmila S	Mathematics	Credit
Karay, Dean Nicholas	English As a Second Language	NonCredit
Kasten, Angelika A	English As a Second Language	NonCredit
Kearsley, Jeanne	English As a Second Language	NonCredit
Kimball, Charles M	Engineering & Technology(Weld)	Credit
+ King, Roger S.	Physics	Credit
Kling, Fred	Art	Credit
Knapp, Glenn	Bus/Office Tech/Small Bus	Credit
Kobayashi, Tracey	Phys Education & Dance	Credit
+ Kudsii, Omar S	English	Credit
+ Kuusisto, Sharon	Foreign Languages	Credit
Kwan, Dan Bingman	Health Science	Credit
Kwan, Dan Bingman	Foreign Languages	Credit
+ La Mattery, Mary M	English	Credit
+ Labagh, Justin R.	Phys Education & Dance	Credit
Lachmayr, Lucia K	English	Credit
Langdon, Michael R.	English	Credit
Langmo, Tore E	English	Credit
+ Larin, Renato A	Mission Campus	Credit
Lau, Shuk-Han	Bus/Office Tech/Small Bus	NonCredit
Laughlin, Neil T	Phys Education & Dance	Credit
+ Laughlin, Sean M	Phys Education & Dance	Credit
Lee, Wayne C	English As a Second Language	NonCredit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

Leech, Marla	Broadcast Electronic Media Art	Credit
Lemley, Jamiel H	Bus/Office Tech/Small Bus	NonCredit
Leung, Bruce K	Bus/Office Tech/Small Bus	Credit
Levin, Stephanie I	English As a Second Language	NonCredit
Levy, Deborah Lynn	English As a Second Language	Credit
Levy, Hope K.	Older Adults	NonCredit
Levy, Wendy M	Film Production	Credit
Leyton, Alexandria R	English	Credit
Li, Xin Hua	English As a Second Language	NonCredit
Light, Laura Susan A	Foreign Languages	Credit
+ Lin, Doris K	Chemistry	Credit
Lindeboom, Robert T	English As a Second Language	NonCredit
+ Ling, Gary R	Mathematics	Credit
Loewen, Kerry C	Graphic Communication	Credit
Lofthouse, Erin J.	English As a Second Language	Credit
Long, William Eugene	Fire Science	Credit
Louie, Maggie C	Biological Sciences	Credit
Louie, Margaret L	Behavioral Sciences	Credit
Louie, Van	English As a Second Language	NonCredit
+ Luana, . .	Phys Education & Dance	Credit
+ Lucarelli, Adam J	Phys Education & Dance	Credit
Luey, Leon J	Mathematics	Credit
Lutz, Robert Walter	Behavioral Sciences	Credit
Lym, Brian K.	Library Services	Credit
Mack, Beverly K	Consumer Education	NonCredit
Malachowski, Michael	Biological Sciences	Credit
Manukova, Sophia Arcad	English As a Second Language	NonCredit
Marinas, Marina	Mathematics	Credit
Martinez, Rose M	Bus/Office Tech/Small Bus	NonCredit
Masood-ul-Alam, Abul K	Mathematics	Credit
Massalski, Andrea Schw	Photography	Credit
Maxwell, Michael	Mathematics	Credit
Mayers, Steven R	English	Credit
Maze, Ghislaine M	English	Credit
Mc Guire, John F	Phys Education & Dance	Credit
McFadden, James L	Music	Credit
+ McNerny, William J	Chemistry	Credit
Merritt, Toney Wesley	Film Production	Credit
Miles, Amy E	English	Credit
Miller, H. Brown	English	Credit
Miller, Robert	English As a Second Language	NonCredit
+ Mogar, Mariannina	Child Dev. & Family Studies	Credit
Moghtanei, Abbas	Computer Networking & InfoTech	Credit
Mojica, Jay F	English As a Second Language	Credit
Mojica, Marco A	Interdisciplinary Studies	Credit
Monroy, Maria M	Bus/Office Tech/Small Bus	NonCredit
Montesano, Philip	Social Science	Credit
Morabito, Salvatore	Foreign Languages	Credit
+ Moreno, Edward	Social Science	Credit
Morse, James S.	Evening Division	Credit
Mueller, Gerald A	Music	Credit



TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

Mueller, Keith J	Engineering & Technology(Weld)	Credit
Muraoka, Peter T	Chemistry	Credit
Murphy, Deborah S	English As a Second Language	NonCredit
+ Nance, Glenn R	Social Science	Credit
Navarro, Francoise J	Foreign Languages	Credit
Neumann, Robert J	English As a Second Language	NonCredit
Nguyen, Chau B	English As a Second Language	NonCredit
Nicholson, Sachiko Yam	Foreign Languages	Credit
+ Nishimura, Arthur J	Behavioral Sciences	Credit
Nuno, Eduardo A	Phys Education & Dance	Credit
Nuttall, Allan P.	Bus/Office Tech/Small Bus	Credit
Nzewi, Esther N.	Behavioral Sciences	Credit
O'Connell, Daniel J	English As a Second Language	NonCredit
O'Donnell, Sheila M.	English As a Second Language	NonCredit
Olmsted, Daniel Barnet	Film Production	Credit
Oplanic, Ivan J	English	Credit
Ousdahl, Tracy A	English As a Second Language	NonCredit
Padilla, Rodolfo	Bus/Office Tech/Small Bus	Credit
Padilla, Rodolfo	Bus/Office Tech/Small Bus	NonCredit
+ Palacio, Mitchell T	Phys Education & Dance	Credit
Parayno, Michael Donat	Asian-American Studies	Credit
Parker, James	English As a Second Language	NonCredit
Parodi, Michael C	Phys Education & Dance	Credit
+ Paz, Leo S	Foreign Languages	Credit
Peirce, Pamela K	Environmental Hort & Floristry	Credit
Perry, Kathleen C	Photography	Credit
Persiko, Craig A	Computer Science	Credit
+ Peterson, Sara T	Mathematics	Credit
+ Phillips, Catherine	English As a Second Language	Credit
Pichny, Jacob Joel	English As a Second Language	NonCredit
+ Piontkowski, Dennis	Mathematics	Credit
+ Podenski, Francine	Broadcast Electronic Media Art	Credit
Poulin, Stephen R	English	Credit
Queen, Miriam H.	English As a Second Language	Credit
Quintana, Alcjandro F	English As a Second Language	NonCredit
Rea, Raymond	Film Production	Credit
Reichman, Linda K	English As a Second Language	NonCredit
Reinhard, Geoffrey G	English As a Second Language	Credit
Ren, Ming	Art	Credit
Reppun, Diane J	Phys Education & Dance	Credit
Reppun, Susan M	Phys Education & Dance	Credit
Restivo, Douglas	Art	Credit
Resus, Araceli	Phillipine Studies	Credit
+ Reyes, Joseph A	Interdisciplinary Studies	Credit
+ Reyes, Joseph A	Biological Sciences	Credit
Richards, Denise J	Graphic Communication	Credit
Riggs, Charles J	English	Credit
Riley, Sheila Marion	English As a Second Language	Credit
Rincon, Dory P	Health Care Technology	Credit
Rittenhouse, Amanda A	Health Science	Credit
Roake, Anne Marie	Phys Education & Dance	Credit



TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

Rollins, Cyane B	Interdisciplinary Studies	Credit
Rosenberg, Stephanie C	Bus/Office Tech/Small Bus	NonCredit
Rosenthal, Alice R	English As a Second Language	NonCredit
Rothe, Mariann	English As a Second Language	NonCredit
Ruane, Susan H	Child Dev. & Family Studies	Credit
Rudolph, Linda J	English As a Second Language	NonCredit
+ Rush, George M	Phys Education & Dance	Credit
Rush, Helen	Bus/Office Tech/Small Bus	NonCredit
Russakovskii, Yevgeniy	Mathematics	Credit
+ Sabolboro, Jessica U	Behavioral Sciences	Credit
+ Safier, Fred J	Mathematics	Credit
Sakai, Yayoi A	Environmental Hort & Floristry	Credit
+ Sanelli, Andrea M	English	Credit
Sanford, Curt Neal	English As a Second Language	NonCredit
Sato, Keiko	Foreign Languages	Credit
+ Sauve, James D	English	Credit
Schall, Susan M	English As a Second Language	NonCredit
+ Schubert, Louis E	Social Science	Credit
Schuricht, Robert N	English As a Second Language	NonCredit
Schwartz, Marvin L	English As a Second Language	NonCredit
Selleck, Denise F	English As a Second Language	NonCredit
Sengupta, Susmita	Biological Sciences	Credit
+ Shanahan, Maureen	Health Care Technology	Credit
Shapiro, Brian	English	Credit
Shaw, Deborah A	Theater Arts	Credit
Shore, Elisa A	English As a Second Language	NonCredit
Sieglitz, Michele R	Broadcast Electronic Media Art	Credit
Sigauke, Emmanuel	English	Credit
Slates, Cynthia A	English	Credit
Smith, Ronda L.	Bus/Office Tech/Small Bus	Credit
Smith, Terrill C	Biological Sciences	Credit
Sowerby, David F	Behavioral Sciences	Credit
Spano, Giorgio	Foreign Languages	Credit
Spano, Giorgio	Information Technology Svcs	Credit
+ Srouji, Ghassan	Mathematics	Credit
St. John, Alicia Rose	Phys Education & Dance	Credit
+ Staff, Coni D	Phys Education & Dance	Credit
Stefanova, Irena S	Foreign Languages	Credit
Sung, Shirley	English As a Second Language	NonCredit
Suttle, Peter F	English As a Second Language	Credit
Swartz, Thomas J	Mathematics	Credit
+ Swingle, Stephen R	Physics	Credit
Swoboda, Katherine V	English	Credit
Szajko, Lidia A	Film Production	Credit
+ Ta, Hoa M	Asian-American Studies	Credit
Tabarracci, Jenny	Environmental Hort & Floristry	Credit
Tai, Julia M	English As a Second Language	NonCredit
Takamatsu, Nobuko	Foreign Languages	Credit
+ Tam, Mo-Shuet	English As a Second Language	Credit
+ Tan, Bie H	Mathematics	Credit
+ Tang, Paul S	Mathematics	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

+ Tang-Quan, Ethel I	English	Credit
+ Taylor, Joyce T	English	Credit
Thaggert, Henry Laymel	Mathematics	Credit
Thompson, Gene	English As a Second Language	NonCredit
+ Thornton, Kyle Richard	Diagnostic Medical Imaging	Credit
Tighe, John C	Health Science	Credit
Tiongson, Antonio T	Asian-American Studies	Credit
Torres, Edgar L	Social Science	Credit
Toth, Andrea	English As a Second Language	Credit
Townsell, Frank V	Music	Credit
Tran, Marlene	English As a Second Language	NonCredit
+ Turks, Victor L	English As a Second Language	Credit
Udell, Simon M	Architecture	Credit
Urman, Roman	Mathematics	Credit
Valesco, Frances K.	Bus/Office Tech/Small Bus	NonCredit
Van Hasselt, Jade G	Child Dev. & Family Studies	Credit
Vanoncini, John C.	Phys Education & Dance	Credit
+ Vasquez, Miguel A	Foreign Languages	Credit
+ Vayngortin, Lcv D	Mathematics	Credit
+ Verosky, John M	Mathematics	Credit
Vogel, Kelly S	English	Credit
Wallace, Susan Ann	English As a Second Language	NonCredit
Watson, Valerie M	Phys Education & Dance	Credit
Weinberg, Gary L	English As a Second Language	Credit
Wesley, Jacqueline	Phys Education & Dance	Credit
Weston, Jeffrey J	Photography	Credit
+ White, Kathleen C	Child Dev. & Family Studies	Credit
+ Whitehead, John	Social Science	Credit
Wiese, Katryn P.	Earth Sciences	Credit
Wilk, John R	Theater Arts	Credit
+ Wille, Patrick	Bus/Office Tech/Small Bus	Credit
Willett, John Hunter	English As a Second Language	Credit
Williams, Kirstin E	Phys Education & Dance	Credit
Williams, Maria M	Bus/Office Tech/Small Bus	NonCredit
Williams, Peter T	Astronomy	Credit
Williamson, Kovak C	Bus/Office Tech/Small Bus	NonCredit
Wilson, Margaret M	Bus/Office Tech/Small Bus	NonCredit
Wirth, Nathan L	English	Credit
Wolff, Ronald P	Child Dev. & Family Studies	Credit
Wong, Annic M	English As a Second Language	NonCredit
+ Wong, Francisco	Social Science	Credit
+ Wong, Jamie Miye	Phys Education & Dance	Credit
Wong, Jones D	English As a Second Language	NonCredit
Wong, Manuel K	Child Dev. & Family Studies	Credit
Wong, Wen Yec C	Foreign Languages	Credit
Wright, Etsuko T	Foreign Languages	Credit
Yamashiro, Lisa	Consumer Education	NonCredit
+ Yavorsky, Eugenia	Bus/Office Tech/Small Bus	NonCredit
+ Yee, David	Physics	Credit
Yeung, Ellen L	English As a Second Language	NonCredit
+ Yim, Leslie K	Radiologic & Imaging Technolgy	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

Young, Barbara LeBeau	English As a Second Language	NonCredit
Young, Julie C.	English	Credit
Yrun, Mario R	Bus/Office Tech/Small Bus	Credit
Yu, Grace	Foreign Languages	Credit
Zaminsky, Mena K	Health Science	Credit
Zarubin, Elizabeth A	English	Credit
Zelaya, Manuel	Bus/Office Tech/Small Bus	Credit
Zetes, Kathleen	Child Dev. & Family Studies	Credit
Zhang, Roger	English As a Second Language	NonCredit
Zollo, Peter N	English	Credit

G1 Summer 2005: 427  
Total for G1: 446



TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Restricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

**SPRING 2005**

(+: Full-time overload/extra pay)  
(\*: New hourly academic employee)

<u>Name</u>		<u>Department</u>	<u>Grant</u>
<u>Division</u>			
+ Castro-Gonzalez, Gonzalo	Matriculation	Matriculation Credit 04-05	Credit
+ Ergun, Marylou K	English As a Second Language	Matriculation Non-Credit 04-05	Credit
Fiandaca, Anastasia L	Latino Services Network	Matriculation Credit 04-05	Credit
+ Glanzer, Carole S	English As a Second Language	Matriculation Non-Credit 04-05	Credit
Godinez, Marco A	Counseling New Students	Matriculation Credit 04-05	Credit
+ Kapp, Mary J	English As a Second Language	Matriculation Non-Credit 04-05	Credit
Mayorga, Susana M	Counseling New Students	Matriculation Credit 04-05	Credit
+ Tan, Bic H	Matriculation	Matriculation Credit 04-05	Credit
+ Weichert, Karen	English As a Second Language	Matriculation Non-Credit 04-05	Credit
+ Wendel, Nicole	English As a Second Language	Matriculation Non-Credit 04-05	Credit

G2 Spring 2005: 10

**SUMMER 2005**

(+: Full-time overload/extra pay)  
(\*: New hourly academic employee)

<u>Name</u>		<u>Department</u>	<u>Grant</u>
<u>Division</u>			
Brown, Kathryn	Disabled Stud Prog & Services	Disabled Student Excess Cost 04-05	NonCredit
Chuck, Terence Albert	Disabled Stud Prog & Services		Credit
Curtis-Egan, Carla A	Disabled Stud Prog & Services	Disabled Student Excess Cost 04-05	NonCredit
Dawkins, Muriel J	Disabled Stud Prog & Services	Disabled Student Excess Cost 04-05	NonCredit
Fitch, Robert S	Disabled Stud Prog & Services	Disabled Student Excess Cost 04-05	NonCredit
Fitzgerald, Carole	Disabled Stud Prog & Services	Disabled Student Excess Cost 04-05	NonCredit
Gerasimova, Galina S	Disabled Stud Prog & Services	Disabled Student Excess Cost 04-05	NonCredit
Good, Maral	Disabled Stud Prog & Services	Disabled Student Excess Cost 04-05	NonCredit
Lau, David	Disabled Stud Prog & Services	Disabled Student Excess Cost 04-05	NonCredit
+ Lovis, David M	Disabled Stud Prog & Services	Disabled Student Excess Cost 04-05	NonCredit
Magalong, Philip V	Disabled Stud Prog & Services		Credit
Pender, Susan G	Disabled Stud Prog & Services	Disabled Student Excess Cost 04-05	NonCredit
Vanderslice, Anne F.	Disabled Stud Prog & Services		Credit

G2 Summer 2005: 13

Total for G2: 23

Total Records: 469



050526 – G3

**Full-Time**

**First Year**

**Contract**

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
AVILA, Alma	Health Science / Ocean Avenue	First Year Contract	Vicki Legion U-7720-1120-1200-C FF9376	08/15/05
ESTRADA, Michael	Social Sciences / Ocean Avenue	First Year Contract	Peter de Groot U-7342-1120-2200-C FF9770	08/15/05
GUEYE, Souleymane	Social Sciences / Ocean Avenue	First Year Contract	Dennis Johnson U-7342-1120-2200-C FF9785	08/15/05
McCARTHY, Leilah	Physics / Ocean Avenue	First Year Contract	Chelcie Liu U-7260-1120-1900-C FF9862	08/15/05

050526 – G3

(Cont.)

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

Full-Time  
First Year  
Contract

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
MULLER, Lauren	Interdisciplinary Studies / Ocean Avenue	First Year Contract	Barbara Cabral U-7324-1120-4900-C FN9968	08/15/05
SMITH, Daniel	Mathematics / Ocean Avenue	First Year Contract	Fred Safier U-7272-1120-1700-C FF9846	08/15/05
WANG, Thomas	Environmental Horticulture & Floristry / Ocean Avenue	First Year Contract	Sid Lewin U-7155-1120-0100-C FF9945	08/15/05
TRAUT, Bibit	Biological Sciences / Ocean Avenue	First Year Contract	Paul Young U-7224-1120-0400-C FF9903	08/15/05

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
ROSENBERG, Stephanie	Business / Office Technology / Small Business / John Adams	Full-Time Temporary (Long-Term Substitute)	Susan Meyer U-5120-1129-6010-C FS9999	08/15/05 – 05/26/06
KRAMER, Erik	Physics / Ocean Avenue	Full-Time Temporary (Long-Term Substitute)	Efrain Lopez U-5120-1129-6010-C FS9999	08/15/05 – 05/26/06

050526 – G5  
Amendment  
To Resolution

**RESOLVED:** That resolution 050127 – G5 Leave of Absence, be amended in part to show the following:

	NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
CHANGE FROM:	Stewart, Barbara	ESL/John Adams	17.P	40% 09/08/04 – 12/21/04
TO:	Stewart, Barbara	ESL/John Adams	17.P	40% <u>08/16/04 – 09/03/04</u>

050526 – G6  
Amendment  
To Resolution

**RESOLVED:** That resolution 050428 – G7 Leave of Absence, be amended in part to show the following:

	NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
CHANGE FROM:	Wongprasert, Tanichya	English/Ocean	17.B	100% 01/13/05 – 05/27/05
TO:	Wongprasert, Tanichya	English/Ocean	17.B	100% <u>04/04/05 – 05/27/05</u>



050526 – G7  
Amendment  
To Resolution

**RESOLVED:** That resolution 050324 – G5 Leave of Absence, be amended in part to show the following:

CHANGE FROM:	NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
	Abensohn, Steven	Computer Science/Ocean	17.P	08/15/05 – 12/20/05
TO:	Abensohn, Steven	Computer Science/Ocean	17.P	<u>46.6%</u> 08/15/05 – 12/20/05

050526 – G8  
Leave of  
Absence

**RESOLVED:** That for the effective dates shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
Ergun, Marilu	ESL/Mission	17.P	20% 08/15/05 – 05/26/06

050526 -- G9  
Amendment  
to Resolution

**RESOLVED:** That Resolution 050224 -- G10, Amendment to Resolution (Amending Resolutions 050127 -- G10 and 031216-G4, originally Reduced Workload Pre-Retirement Reduction), be amended in part to show the following due to typographical error:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
<u>CHANGE</u> <u>FROM:</u>			
Stewart, Barbara	ESL/Ocean	Work 60% every Fall and Spring CANCEL PER EMPLOYEE REQUEST AND DISTRICT AGREEMENT	Spring 2004 Fall 2005 through Fall 2013
<u>CHANGE</u> <u>TO:</u>			
Stewart, Barbara	ESL/Ocean	Work 60% every Fall and Spring CANCEL PER EMPLOYEE REQUEST AND DISTRICT AGREEMENT	Spring 2004 <u>Fall 2004</u> through Fall 2013

050526 – G10

**Reduced Workload**

**Pre-Retirement**

**Reduction**

**RESOLVED:** That the Academic Year indicated the following academic personnel be granted Reduced Workload - Pre-Retirement Reduction status at City College of San Francisco, subject to receipt of approval from the State Teachers' Retirement System, as follows:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
Wolf, Kathleen	ESL/Ocean	Work 50% every Fall and Spring for 10 Fiscal Years	Fall 2005 through Spring 2015

050526 – G11

**Department**

**Chairperson**

**Stipends**

**2005-2006**

**RESOLVED:** That the following named supervisors be assigned additional responsibilities during the Academic year 2005-2006; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Alioto, Darlene	Social Sciences	10	12,040.00
Baird, Roger	Art	6	8,299.00
Batty-Sylvan, John	English	3	9,129.00
Blair, Thomas	Foreign Languages	3	9,129.00
Boegel, Tom	Computer Science	4	9,546.00
Brown, Brenda	Counseling - New Student	4	7,470.00
Brown, Steven	Environmental Horticulture and Floristry	4	3,394.00
Brownsey, Maureen	Gay, Lesbian, and Bisexual Studies	3	2,979.00
Chandler, Andrew	Architecture	2	2,490.00

G1 to G11

05/26/05

Page 19 of 22

050526 – G11 (Cont.)

Department

Chairperson

Stipends

2005-2006

**RESOLVED:** That the following named supervisors be assigned additional responsibilities during the Academic year 2005-2006; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Chavaria, Frederick	Administration of Justice/Fire Science	5	5,810.00
Clark, Sunny	Student Health Services	10	7,889.00
Curtis, Arthur	Graphic Communications	2	4,566.00
Dawdydiak, Cecile	Nursing	10	9,964.00
Diaz, Jorge	Aeronautics	7	6,639.00
Dore, David	Business	1	8,301.00
Fa, Angelina	Asian-American Studies	10	5,888.00
Fong, May	Consumer Education	10	9,964.00
Fong, Raymond	Chemistry	3	4,980.00
Gamba, Ray (Fall only)	Behavioral Sciences	1	6,225.00
Gonzales, Juan	Journalism	10	5,888.00
Green, Diane	Fashion	2	4,566.00
Guichard, Margaret	Health Care Technology	10	9,964.00
Hamilton, Ed	Culinary Arts and Hospitality Studies	10	9,964.00
Hayes, Daniel	Physical Education and Dance	1	8,301.00
Hess, Darrel	Earth Sciences	10	5,888.00
Jenkins, Alvin	Extended Opportunity Programs and Services	6	6,224.00
Jew, Carl	Counseling - Transfer Student	4	3,394.00
Johnson, Paul	Disabled Students Program and Services	5	7,883.00
Kao, Lancelot	Astronomy	6	4,223.00
Kox, Christopher	Library Information Technology	6	4,223.00
Lamha, Carmen	Computer Networking and Information Technology	2	8,716.00



050526 – G11 (Cont.)

**Department**

**Chairperson**

**Stipends**

**2005-2006**

**RESOLVED:** That the following named supervisors be assigned additional responsibilities during the Academic year 2005-2006; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Law, Joshua	Asian Studies	3	2,979.00
Macri, Ben	Automotive/Trade Skills	4	7,470.00
Massi, Wood	Older Adults	9	7,472.00
McAllister, Keith	Mathematics	10	12,040.00
Mueller, Madeline	Music	10	9,964.00
Muller, Lauren S.	Interdisciplinary Studies	2	4,566.00
Nance, Glenn	African-American Studies	10	5,888.00
Nelson, Anna	Dental Assisting	10	5,888.00
Paz, Leo	Philippine Studies	10	5,888.00
Podenski, Francine	Broadcast Electronic Media Arts	10	7,889.00
Quadra, Indiana	Career Development and Placement Center	6	4,223.00
Rico, Stephen	Child Development and Family Studies	10	9,964.00
Rosenthal, Nadine	Learning Assistance	10	9,964.00
Sanjee, Fariborz	Engineering and Technology (Welding)	10	7,889.00
Seymour, Sharon	English as a Second Language	9	12,660.00
Shardlow, George (Spring only)	Behavioral Sciences	9	9,547.00
Shields, Bill	Labor Studies	9	5,471.00
Simon, Leslie	Women's Studies	5	3,809.00
Sneed, Jane	Transitional Studies	3	7,056.00
Szajko, Lidia	Film Production	4	5,394.00
Thornton, Kyle	Diagnostic Medical Imaging/Radiologic Oncology Technologies	3	2,979.00

050526 – G11 (Cont.)

Department

Chairperson

Stipends

2005-2006

**RESOLVED:** That the following named supervisors be assigned additional responsibilities during the Academic year 2005-2006; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Toebe, Carole	Biological Sciences	2	8,716.00
Weinstock, Gloria	Theater Arts	2	2,490.00
Wong, Paul	Counseling - International Student	4	3,394.00
Yee, David	Physics	8	7,056.00



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

H1

**DATE:** May 26, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** Academic Employees (Faculty)  
Credit Program/Non-Credit Program  
Categorically Funded  
City College of San Francisco  
(Resolutions Nos. 050526-H1)

## BACKGROUND INFORMATION:

Resolutions 050526-H1 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

## SHARED GOVERNANCE REVIEW:

Yes:\_\_\_\_; No: X : If yes, which committee:\_\_\_\_\_  
Date of Review:\_\_\_\_\_

(A negative response indicates that a review is not necessary.)

Clara Starr, Originator

## BOARD OF TRUSTEES

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076

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: Categorically Funded.

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**SPRING 2005**

(+: Full-time overload/extra pay)  
(\*: New hourly academic employee)

<u>Name</u>		<u>Department</u>	<u>Grant</u>
<u>Division</u>			
Abel, Jennifer M	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Canton, Joe C	African-American Studies	Partnership for Excellence	Credit
+ Chinn-Morales, Carole	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Corliss, Donovan L	Contract Education	Advance Trans Tech Academy 04-05	NonCredit
+ Francisco, Christine	Vocational Education	VTEA 1C 2004-2005	Credit
Hasib, Shama T	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Markham, Diana L	Child Dev. & Family Studies	SFUSD-CAMSP 04-05	Credit
+ Mireles, Enrique	Career Dev & Placement Ctr	Vatea- T3E Tech Prep 04-05	Credit
+ Reinhertz, Tannis C	Mentoring Program	Partnership for Excellence	Credit
Rose, Arthur W	Contract Education	Calif. Public Utilities Comm-1	Credit
Rose, Arthur W	Contract Education	Calif. Public Utilities Comm-1	NonCredit
Rosen, Gertrude	Child Dev. & Family Studies	LIIF-ECER class 04-05	Credit
+ Rowland, Regina	Vocational Education	VTEA 1C 2004-2005	Credit
Skinner, Janey E	Health Science	VTEA 1C 2004-2005	Credit
+ Tsc, Annie	Health Science	SFDCYF- Family Child Care Train Ins	Credit
+ Tsc, Annie	Child Dev. & Family Studies	SFDCYF-Family Child Care Train Inst	Credit
+ White, Kathleen C	Child Dev. & Family Studies	SFUSD-CAMSP 04-05	Credit
+ White, Kathleen C	Child Dev. & Family Studies	CA Early Childhoos Mentor Prg 04-05	Credit

H1 Spring 2005: 18

**SUMMER 2005**

(+: Full-time overload/extra pay)  
(\*: New hourly academic employee)

<u>Name</u>		<u>Department</u>	<u>Grant</u>
<u>Division</u>			
Boone, Anthony G	Contract Education	SF Airport Commission-42	NonCredit
Boone, Anthony G	Contract Education	ECO-Workplace 04-05 CT#04-312-008	Credit
Boone, Anthony G	Contract Education	SF Public Utilities Commission-2	NonCredit
Cull, Patricia A	Mission Campus	Partnership for Excellence	Credit
Dias, David M	Vocational Education	ECO-ATTC 04-05 CT 04-301-001	Credit
Donovan, Sharon Mari	Vocational Education	VTEA 1C 2004-2005	Credit
Fong, Cynthia J	Child Dev. & Family Studies	Calworks Program 04-05	Credit
Gillespie, Elgy	English As a Second Language	ABE 321/Workforce Investment 04-05	Credit
Goode, Ruth	English As a Second Language	ABE 321/Workforce Investment 04-05	Credit

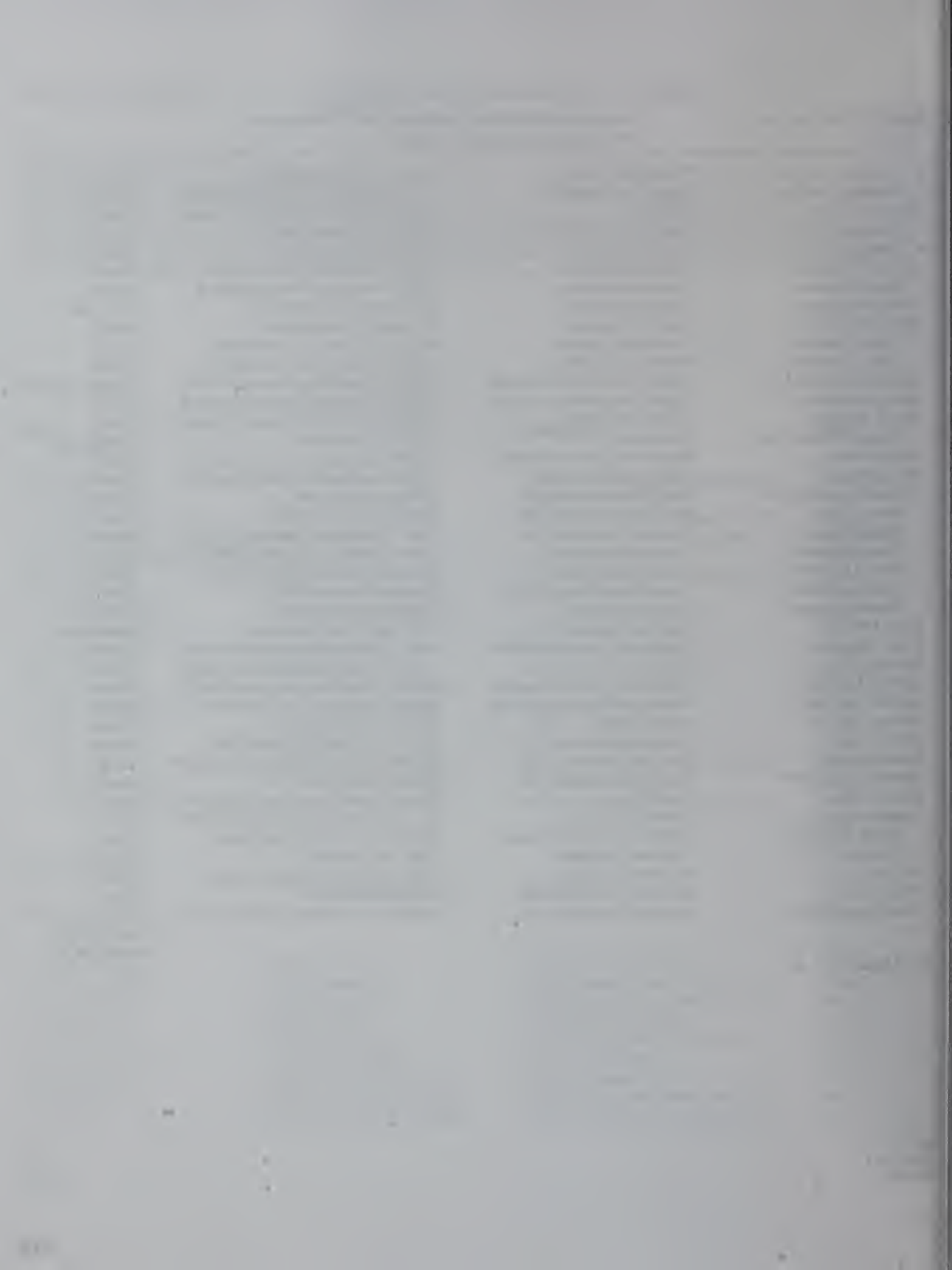


TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: Categorically Funded.

+ Guichard, Margaret	Vocational Education	Vatea- T3E Tech Prep 04-05	Credit
+ Guichard, Margaret	Health Care Technology	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
Harrison, Cindi J	Title III	Year 3/T-3 Strengthening/Dev Progrm	Credit
+ Johnson, Gregory A	Career Dev & Placement Ctr	Calworks Program 04-05	Credit
+ Johnson, Gregory A	Learning Assistance	Calworks Program 04-05	Credit
Johnson, Vaneese E	Vocational Education	ECO-CACT 04-05 CT-04-302-009	Credit
+ Korey, Suzanne	Vocational Education	IDRC - Healthcare Tech #04-326-26	Credit
Krost, Mary Robe	Contract Education	SF Airport Commission-42	NonCredit
Krost, Mary Robe	Contract Education	SF Airport Commission-42	Credit
+ Lallas, James M	Vocational Education	ECO-ATTC 04-05 CT 04-301-001	Credit
+ Lallas, James M	Vocational Education	ECO-CACT 04-05 CT-04-302-009	Credit
Manukova, Sophia Arca	English As a Second Language	ABE 321/Workforce Investment 04-05	Credit
Marks, Shirley M.	English As a Second Language	ABE 321/Workforce Investment 04-05	Credit
Mbolo, Billington	Learning Assistance	SFUSD-No Child Left Behind Wkshp 04	Credit
+ McAteer, Robert Anth	Architecture	VTEA 1C 2004-2005	Credit
Miller, Robert	English As a Second Language	English Literacy & Civic Ed Grnt Y3	Credit
Ng, Anthony	Health Care Technology	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
+ Norris, Jennifer Ann	Bus/Office Tech/Small Bus	VTEA 1C 2004-2005	Credit
+ Perez, Linda C	Bus/Office Tech/Small Bus	Calworks Program 04-05	Credit
+ Picar, Deborah J	Vocational Education	IDRC - Healthcare Tech #04-326-26	Credit
+ Picar, Deborah J	Vocational Education	Vatea-T1B Mt San Antonio YDM 04-05	Credit
+ Picar, Deborah J	Vocational Education	ECO-ATTC 04-05 CT 04-301-001	Credit
+ Quadra, Indiana G	Career Dev & Placement Ctr	Calworks Program 04-05	Credit
+ Quadra, Indiana G	Learning Assistance	Calworks Program 04-05	Credit
Rose, Arthur W	Contract Education	Calif. Public Utilities Comm-1	NonCredit
Rothe, Marianne	English As a Second Language	ABE 321/Workforce Investment 04-05	Credit
Rowley, Shaun E.	Title III	Year 3/T-3 Strengthening/Dev Progrm	Credit
Sanford, Curt Neal	English As a Second Language	ABE 321/Workforce Investment 04-05	Credit
Sanford, Curt Neal	English As a Second Language	English Literacy & Civic Ed Grnt Y3	Credit
Skinner, Janey E	Health Science	VTEA 1C 2004-2005	Credit
Skoler, Julie C	Vocational Education	ECO-ATTC 04-05 CT 04-301-001	Credit
Spears, Deanne K	Learning Assistance	SFUSD-No Child Left Behind Wkshp 04	Credit
Speraw, Andrea Ruth	Vocational Education	VTEA 1C 2004-2005	Credit
Stark, L. Susa	Trade Skills	Vatea-T1B Mt San Antonio YDM 04-05	Credit
Straus, Amber C	Learning Assistance	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
+ White, Kathleen C	Child Dev. & Family Studies	FSS/TRDP Y3 CT#01-0137-004	Credit
+ Wostner, Ulf T	Vocational Education	VTEA 1C 2004-2005	Credit
Wu, Ana	Vocational Education	IDRC - Healthcare Tech #04-326-26	Credit
Yrun, Mario R	Bus/Office Tech/Small Bus	Vatea-REEC 04-05	Credit
Zimmerman, Carin C	Biological Sciences	NSF-Fix-a-Gene (Duc-0202327) Yr-3	Credit

III Summer 2005: 49  
Total for H1: 67

Total Records: 67





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**N1**

**DATE:** May 26, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** Academic Employees (Faculty)  
Community Services Classes  
City College of San Francisco  
(Resolutions Nos. 050526-N1)

## BACKGROUND INFORMATION:

Resolutions 050526-N1 covers appointments of academic employees to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hourly unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

## SHARED GOVERNANCE REVIEW:

Yes: \_\_\_\_; No: X : If yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

(A negative response indicates that a review is not necessary.)

Clara Starr, Originator

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RESOLVED: That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**SPRING 2005**

(+ : Full-time overload/extra pay)  
(\* : New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Qureshi, Vaqar	Community Services	NonCredit

*N1 Spring 2005: 1***Total for N1: 1****Total Records: 1**





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Q1

**DATE:** May 26, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: SETTLEMENT**

**Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Ouida Charles, and the San Francisco Community College District  
(Resolution No. 050526-Q1)**

**BACKGROUND INFORMATION:**

In order to resolve a disputed claim lodged with the District by AFT Local 2121 on behalf of Ouida Charles, the Administration has negotiated with Ouida Charles through her Union representative and has reached a tentative settlement. This Resolution seeks to obtain the authority of the Board of Trustees for the Administration to enter into a Settlement Agreement with AFT Local 2121 and Ouida Charles in return for AFT Local 2121's and Ouida Charles' release of the District from all claims, demands, grievances, further obligations and liability arising out of Ouida Charles' employment with the District.

**SHARED GOVERNANCE REVIEW:**

Yes: \_\_\_\_\_; No:  X ; if yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

**RECOMMENDATION:**

**RESOLVED:** That the Board of Trustees authorizes the Administration to enter into a non-precedent-setting, one-time-only Settlement Agreement with AFT Local 2121 and Ouida Charles in return for AFT Local 2121's and Ouida Charles' release of the District from all claims, demands, grievances, further obligations and liability arising out of Ouida Charles' employment with the District.

**FURTHER BE IT RESOLVED:** That the terms of the Settlement Agreement and Release of All Claims Between AFT Local 2121, Ouida Charles, and the San Francisco Community College District be consistent with the parameters of the tentative settlement between the Administration and AFT Local 2121, on behalf of Ouida Charles.

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FURTHER BE IT RESOVLED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute such Settlement Agreement and Release of All Claims Between AFT Local 2121, Ouida Charles, and the San Francisco Community College District.

Originator: Peter Goldstein  
with Steve Hale



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 26, 2005

**S1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr. Chancellor

**SUBJECT: SPECIAL**

**Authorization to increase Student Health Fee from \$11.00 to \$13.00 per non-financial aid student per semester, beginning Fall 2005 and from \$8.00 to \$10.00 per non-financial aid student during summer session beginning summer 2006, and to allow the District to continually maintain eligibility for state reimbursement.**

**(Resolution No. 050526-S1)**

## **BACKGROUND INFORMATION:**

This resolution requests authorization to increase the Student Health Fee from \$11.00 to \$13.00 per non-financial aid student per semester, beginning Fall 2005 and from \$8.00 to \$10.00 per non-financial aid student for summer session beginning summer 2006. Approval of this resolution allows SFCCD to qualify for the State-mandated cost reimbursement program. State regulations require the District to charge the maximum Student Health Fee authorized by the State in order to be eligible for State reimbursement. While financial aid students are exempt from Health Fee, they are eligible for Student Health Services.

Last year in 2004, 10,129 students received services at CCSF Student Health Services Department. Of these, 75.5% stated that they did not have medical insurance. Of the students seen at Student Health in 2004, 47.7% of the students were on BOG waiver. Often, for our Community College students, student health centers such as ours are their only viable source of health care. Inasmuch as students are able to receive care on campus, classroom absenteeism has decreased and retention of students in their academic programs has increased.

Due to ever increasing numbers of students on financial aid, this health fee increase is necessary to prevent further cuts in personnel hours and to cover increasing medical supply costs.

If this fee is not increased the District will need to budget an additional \$200,000 for this program. If the fee is increased the District's subsidy should only be \$100,000.

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

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**RECOMMENDATION:**

WHEREAS, the Associated Student Council expressed their opposition to fee increases in general, and requested that the District provide greater support for Student Health Services to maintain the level of services needed by the students, however the Associated Student Council did unanimously support the resolution to increase the Health Fee to \$13.00 per non-financial aid student per semester and \$10.00 per non-financial aid student for summer session;

WHEREAS, the Student Health Fee must be at the maximum amount allowed by the state for CCSF to qualify for State reimbursement for financial aid students who are not charged such a fee;

THEREFORE BE IT RESOLVED: That the Board of Trustees authorizes the District to charge a Health Fee of \$13.00 per non-financial aid student per semester, beginning Fall 2005 and \$10.00 per non-financial aid student per summer session beginning Summer 2006 non-financial aid students with the subsequent State allowable increases.

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or other designees are hereby authorized to execute all documents on behalf of the District

**SHARED GOVERNANCE REVIEW:**

Yes XX; No \_\_\_\_\_;  
if yes, which committee: #1 Academic Senate Council and  
Date of Review: April 20, 2005

Originator: Linda Squires Grohe





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 26, 2005

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**S2**

**SUBJECT: SPECIAL**

Adopting Additional Recommendations from the District's Public Meeting/Public Records Advisory Committee; Adopting Recommendations Resulting from Joint Meetings of the Board of Trustees of the SFCCD and the Sunshine Ordinance Task Force Ad Hoc Committee of the City & County of San Francisco; Directing the Chancellor to Implement the Recommendations.

*(Resolution No. 050526-S2)*

**BACKGROUND INFORMATION:**

On October 25, 2001, the Board of Trustees adopted Resolution # 011025-S2. This resolution addressed the issue of whether the San Francisco Community College District should adopt the City & County of San Francisco's Sunshine Ordinance. It further noted that ambiguities existed if the Ordinance were to be applied to the College, and that such ambiguities should be resolved prior to any consideration of adopting the Sunshine Ordinance in its entirety. The Board reaffirmed its commitment to the principle of openness as related to conducting the business of the public and to the right of the people to know about the activities of College representatives in conducting the mission of the College. The Board declared its recognition that access to public meetings and public information is vital to ensuring full participation of the public in the workings of the College. Most significantly, it directed the Chancellor to establish a public meeting/public records advisory committee to review existing College practices and procedures in the areas of public meetings and public records and to advise the Chancellor as to options for increasing opportunities for public participation.

The Chancellor responded by appointing such a committee. The membership of this committee is as follows:

- Hilda Bernstein, Chairperson – San Francisco City & County Sunshine Ordinance Task Force

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- Terry Francke, General Counsel – California First Amendment Coalition
- Joshua Koltun, Attorney – Member, San Francisco City & County Sunshine Ordinance Task Force
- Ronald Lee, General Counsel – San Francisco Community College District
- Virginia Riegel, Staff Counsel – State Board of Governors, California Community Colleges
- D. Dorji Roberts, Deputy City Attorney of City Attorney's Office – City & County of San Francisco
- Joshua Weinstein, Attorney – Judicial Council of California

With Chancellor Day presiding, the Committee met four times: February 25, 2002; March 19, 2002; April 23, 2002; and May 8, 2002. The City & County's Sunshine Ordinance was discussed at great length. The Ordinance was compared with the Brown Act and the Public Records Act. Costs, training of staff, enforcement, and staffing requirements were addressed. It was noted that the College is different in one major aspect in that it is required to respect student records pursuant to Federal Law – the Family Educational Rights & Privacy Act (FERPA). The College Board meetings are also governed by portions of the Education Code, not just the Brown Act as contained in the Government Code. The College's current policies also demonstrate that members of the public have detailed rights to address the Board at its Board meetings.

The Public Meeting/Public Records Advisory Committee ultimately adopted a Report at its last meeting on May 8, 2002, by a unanimous vote of those members present.

The Board of Trustees then adopted the Report of the SFCCD's Public Meeting/Public Records Advisory Committee dated May 8, 2002 by passing Resolution 020627-S7 on June 27, 2002. This report contained ten specific recommendations and/or declarations which were adopted. ***The Resolution itself had been amended with input by 3 Board members and contained four more directives. The ten recommendations and four additional directives follow:***

- 1) The Committee recommends that the Board of Trustees of the District adopt those amendments to the District policy manual proposed by staff as follows:  
In PM 1.05 that governs Board meetings;
  - a) post the Board's agenda on the District's web site
  - b) post the "10-day in advance" meeting notice for regular meetings on the District's web site.
  - c) post notices of special meetings on the District's web site
  - d) amend the policy so that it reflects the already current practice concerning the public's right to address the Board at its Board meetings
  - e) amend the policy to state that the Board recognizes the right of the public to be informed about Board meetings and of its right of access to public meetings

- 2) The Committee recommends adoption of written public record guidelines.

- 3) The Committee recognizes the District is subject to federal and state laws regarding students' records and that distinction itself makes the District very different from the City and County in terms of the confidentiality of certain materials.
- 4) The Committee recommends that the District raise public awareness of the regular broadcasting every Wednesday at 9:00 p.m. of Board meetings on Cable Channel EATV27 and that tapes of the meeting are readily available for the public to view.
- 5) The Committee recommends that the District devote resources for conducting in-service training to its faculty, administration and student leadership with regard to public meetings and access to public records.
- 6) The Committee recommends that the District annually assess the types and numbers of requests for public records during the course of the preceding year.
- 7) The Committee recommends that the District further monitor and enumerate the number of members of the public who appeared at Board meetings and provide that figure as part of its information to the public.
- 8) The Committee recommends that the District publish an annual calendar for Board of Trustees' meetings informing the public of the major resolutions which are adopted at specific times during the course of the year. An example is that the tentative budget for the District for the following fiscal year starting July 1 is normally adopted at the June Board meeting.
- 9) The Committee recommends the development of an annual publication that combines appropriate documents relating to Board meetings (e.g., schedule, calendar items, access and location of meetings, TV programming schedule, etc.) and public records and that such publication be distributed to members of the public through various means.
- 10) The Committee recommends that this Committee reconvene in one year to review and discuss the implementation of the recommendations made by this Committee.
- 11) Explore further avenues of increasing public awareness of Board meetings such as, but not limited to, the additional posting of meeting notices/agendas at appropriate places in more District buildings.**
- 12) Explore means of re-configuring the College's website to be more user-friendly such that Board meetings notices/agendas are easily accessible.**
- 13) The Board declares that a review of the methods by which the public is made aware of Board meetings and District activities be an on-going continuous process,**



*and that such methods be revised as deemed appropriate by the Chancellor and/or his designees.*

***14) That the Board further directs the Chancellor to prepare annually a list of all sole source contracts which shall be available as a public record.***

Pursuant to recommendation #10 above, the Advisory Committee reconvened on June 23, 2003, at which time it reviewed the District's response to its prior Report. The Advisory Committee then made five additional recommendations.

In addition to the meeting of this Advisory Committee, the SFCCD Board of Trustees held a joint meeting with an Ad Hoc Committee of the Sunshine Ordinance Task Force of the City & County of San Francisco on August 5, 2003, during which additional recommendations were made for the SFCCD to consider. Those recommendations along with the five above mentioned recommendations were brought to the Board at its August 28, 2003 Board meeting (Resolution 030828-S9). After discussion, the Board tabled this resolution pending further joint meetings with the City's Sunshine Ordinance Task Force Ad Hoc Committee and the Board of Trustees. These other meetings took place as follows: 9/30/03, 10/23/03, 2/5/04, and 4/28/04. For these meetings, the office of the District's General Counsel analyzed the arguments put forth by the staff of the City's Sunshine Ordinance Task Force (SOTF) in attempting to persuade this District to adopt further provisions of the Sunshine Ordinance. The Deputy City Attorney assigned to the SOTF also analyzed the District's arguments. At a special meeting of the Board of Trustees held on December 15, 2004, the Board considered the arguments and counter arguments and documents generated. Members of the City's SOTF Ad Hoc Committee were present and spoke to the issues.

As a result of the suggestions from the District's Advisory Committee and the joint meetings of the City's SOTF Ad Hoc Committee with the Board, the Chancellor considered proposing additional recommendations for Board adoption. However, the Chancellor delayed any such recommendations because the City's SOTF Ad Hoc Committee requested time to review any effects Proposition 59 might have on the recommendations. The Proposition had been approved by the voters in November of 2004. On January 31, 2005, two members of the City's SOTF Ad Hoc Committee (Jenkins & Nickliss) issued a report entitled: "Adherence to the State Open Meeting and Public Records laws in light of Proposition 59 (November 2004)." In turn, the General Counsel of the SFCCD issued an analysis (dated May 2, 2005) of the foregoing report. This analysis and report were discussed at the City's SOTF Ad Hoc Committee meeting held on May 4, 2005, attended by representatives of the SFCCD.

The City's SOTF Ad Hoc Committee was also presented with a draft of this Resolution. The City's SOTF Ad Hoc Committee endorsed the additional recommendations.

The Chancellor is now proposing the Board adopt the following additional recommendation.

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## RECOMMENDATION:

RESOLVED: That the Board of Trustees of the San Francisco Community College District hereby adopts the following recommendations:

The District will proceed as follows:

- 15) Continue to update and revise the College's website in order to foster greater access to information about the College's programs, services, plans, policies, budgets, etc.
- 16) Identify one person for each of the 32 Major cost Centers/Organization Units of the College to serve as the Public records/Meetings and Information primary point of contact.
- 17) Work towards an elimination of incomplete resolutions except under special circumstances (health/safety emergencies, budget savings, etc.). When such resolutions are posted on the College's website, it should be noted that additional information would be forthcoming and a contact person should be identified.
- 18) For every resolution on the agenda, identify not only the sponsor(s) of the resolution but an "Information Contact" person who could be available to answer specific questions and provide additional information
- 19) Continue to utilize the Flex Day Staff Development Program in such a way as to promote better understanding of the responsibilities of the District in this area (Sunshine, Brown Act, and Public Meetings/Public Records).
- 20) That all contracts (including sole source), once approved, signed and accepted by all parties will be listed by topic, sponsoring department and point of contact and posted on the website and made accessible to the public upon request.
- 21) That efforts be made to publicize and post on the website the District's policies and procedures on procurement.
- 22) That guidelines be developed to insure that all segments of the shared governance structure who are required to meet and are subject to the Brown Act follow these rules regarding notice of meetings, agenda, and public access.
- 23) Create an index of specific contracts by category for purposes of facilitating public records request and post this index on the website.
- 24) List one person (Public Information Officer) as general contact for records request. College's Vice Chancellor of Finance and Administration will be the College's "Custodian of Public Records."
- 25) Provide competitors who are not successful respondents on RFPs/RFQs with exit interviews or debriefings on reasons why and include this option within the posted RFP/RFQ.
- 26) Create an in-house Shared Governance Committee on Public Records and Sunshine/Information to insure that all segments of our "public" internal constituencies have access to information about budgets, programs, plans, contracts, etc.

FURTHER BE IT RESOLVED: That the Board directs the Chancellor to take those steps necessary to implement the recommendations contained within this Resolution.

Ronald Lee, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**MEMO TO:** Dr. Philip R. Day, Jr., Chancellor  
**FROM:** Dr. Ronald Lee, General Counsel  
**DATE:** May 2, 2005  
**SUBJECT:** Proposition 59 and Response to 1/31/05 memo by Jenkins and Nickliss  
Re: Adherence to the State Open Meeting and Public Records laws in light of Prop 59 (Nov 2004)

I have reviewed the comments and proposals in the document dated January 31, 2005 - referred to above. The document itself declares that the passage of Proposition 59 in November of 2005 which amended the State constitution "...changes the way that government entities should approach their work..." and asks that the Board of Trustees revisit the items in my 8/18/04 Report that I recommended not be adopted by the Board. The document also quotes from the Argument in Favor of Proposition 59 as somehow supporting the Sunshine Ordinance Task Force's (SOTF) proposal of reconsidering the above items. Even if we were to accept the questionable assumption that the argument in Favor of Proposition 59 is the definitive interpretation for Proposition 59, these quotes do not support the SOTF's arguments. Citing to generalities is not persuasive. As a matter of fact, this latest set of SOTF recommendations contains virtually no analysis addressing my rather extensive rationale for recommending the non-adoption of specific sections of the City & County Sunshine Ordinance, other than simplistically invoking, misinterpreting, and misrepresenting Proposition 59.

The reasons I have advanced to support my prior recommendations remain valid even with the passage of Proposition 59. Consider, for example, the Legislative Analyst's analysis of Proposition 59 as follows:

## **Proposal**

This measure adds to the State Constitution the requirement that meetings of public bodies and writings of public officials and agencies be open to public scrutiny. The measure also requires that statutes or other types of governmental decisions, including those already in effect, be broadly interpreted to further the people's right to access government information. ***The measure, however, still exempts some information from disclosure***, such as law enforcement records (emphasis added). Under the measure, future governmental actions that limit the right to access would have to demonstrate the need for that restriction.

***The measure does not directly require any information to be made available to the public*** (emphasis added). It does, however, create a constitutional right for the public to access government information. As a result, a government entity would have to demonstrate to a somewhat greater extent than under current law why information requested by the public should be kept private. Over time, this change could result in additional government documents being available to the public.

As noted above, the impartial analysis of the Legislative Analyst declares that Proposition 59 does not require any specific information be made available to the public - such as calendars of department chairs of academic departments as advocated by the SOTF. The District, like every

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other community college district in the state, will be guided by the case-law that develops interpreting this section of the State Constitution. In the event a member of the public requests information the District feels should be kept private, the District will have to meet a greater burden in so asserting.

I point out that sub division (b) (5) of this section of the Constitution, as amended by Proposition 59, now reads in relevant part: "...This subdivision does **not repeal or nullify...** any constitutional or statutory **exception** to the right of access to public records...of public bodies that is in effect on the effective date of this subdivision..." (emphasis added).

On February 23, 2005, the California Attorney General (A.G.) issued an opinion concerning whether a county retirement board could meet in closed session to discuss and evaluate medical records submitted in connection with an employee's application for a disability retirement and, if so, whether the employee applicant and his/her representative could attend. The A.G.'s opinion was affirmative in both instances, but what is of great significance is the A.G.'s analysis of how Proposition 59 factors into the opinion. The A.G. stated in relevant part:

"... In our view, this recent constitutional requirement that statutes be "narrowly construed" if they limit "the right of access" to information concerning the conduct of the people's business reflects the same principle of statutory construction previously applied by the courts and in our opinions...

***Moreover, the "personnel exception" set forth in section 54957, upon which we independently based our 1982 conclusion, is plainly a pre-existing "statutory exception to the right of access to... meetings" Cal. Const., Art. I, Section 3, subd.(b)(5)), and therefore remains in full force and effect despite the recent adoption of Proposition 59.***" (emphasis added)

So the California Attorney General explicitly declares that Proposition 59 does not repeal or nullify statutory exceptions to the right of public access. As I review the Jenkins/Nickliss memo, I have become increasingly concerned with the authors' apparent inability to recognize that the exceptions still exist. They seem also to be oblivious to the fact that what may be appropriate for a City department is not appropriate for an academic institution and that their recommendations, if adopted, might well lead to violations of employee/student privacy and confidentiality as well as intimidation of District consultants.

Now I want to address some specific issues raised in the 1/31/05 Jenkins & Nickliss memo.

In the following discussion, Statements from the Jenkins/Nickliss memo are in **ALGERIAN TYPE**. My responses are in *italics*.

---

**A) BY DESIGNING SUNSHINE LAWS THAT PROVIDE TRULY OPEN ACCESS TO THE DECISIONS AND PROCESSES OF THE COLLEGE, CCSF WILL VERY LIKELY AVOID A VOTER-MANDATED IMPOSITION OF SUNSHINE WHICH COULD PROVE EVEN MORE COSTLY AND RESTRICTIVE.**

*District Response:*

*There is no provision in law specifically applicable to City College that allows voter-mandation imposing Sunshine Ordinance provisions. Proposition 59 was a state-wide election proposed by the Legislature to place into the Constitution the public's right of access to certain information while maintaining certain exceptions to the public's right of access.*

---

**B) THE BASIC TENET OF SUNSHINE, THE DEFINING TENET THAT SETS IT APART FROM THE BROWN ACT AND OTHER OPEN GOVERNMENT LAWS AND ONE WHICH IS AT THE HEART OF THE**



MATTER UNDERLYING OUR DISAGREEMENT WITH COUNSEL LEE, CALIFORNIA PUBLIC RECORDS ACT (CPRA) SECTION 6255, OFTEN REFERRED TO AS "THE BALANCING TEST" IS PROSCRIBED BY SUNSHINE ORDINANCE SECTION 67.24.

- (G) NEITHER THE CITY NOR ANY OFFICE, EMPLOYEE, OR AGENT THEREOF MAY ASSERT CALIFORNIA PUBLIC RECORDS ACT SECTION 6255 OR ANY SIMILAR PROVISIONS AS THE BASIS FOR WITHHOLDING ANY DOCUMENTS OR INFORMATION REQUESTED UNDER THIS ORDINANCE
- (H) NEITHER THE CITY NOR ANY OFFICE, EMPLOYEE, OR AGENT THEREOF MAY ASSERT AN EXEMPTION FOR WITHHOLDING FOR ANY DOCUMENT OR INFORMATION BASED ON A "DELIBERATIVE PROCESS" EXEMPTION, EITHER AS PROVIDED BY CALIFORNIA PUBLIC RECORDS ACT SECTION 6255 OR ANY OTHER PROVISION OF LAW THAT DOES NOT PROHIBIT DISCLOSURE.
- (I) NEITHER THE CITY NOR ANY OFFICE, EMPLOYEE, OR AGENT THEREOF MAY ASSERT AN EXEMPTION FOR WITHHOLDING FOR ANY DOCUMENT OR INFORMATION BASED ON A FINDING OR SHOWING THAT THE PUBLIC INTEREST IN WITHHOLDING THE INFORMATION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSURE. ALL WITHHOLDINGS OF DOCUMENTS OR INFORMATION MUST BE BASED ON AN EXPRESS PROVISION OF THIS ORDINANCE PROVIDING FOR WITHHOLDING OF THE SPECIFIC TYPE OF INFORMATION IN QUESTION OR ON AN EXPRESS AND SPECIFIC EXEMPTION PROVIDED BY CALIFORNIA PUBLIC RECORDS ACT THAT IS NOT FORBIDDEN BY THIS ORDINANCE.

IN HIS "RESPONSE BY DISTRICT" (30. COMMENT/QUERY BY TASK FORCE), COUNSEL LEE CITES THREE LAW EXAMPLES, TWO FROM 1982 AND ANOTHER FROM 1972, ALL OF WHICH, POST PROPOSITION 59 WOULD UNDOUBTEDLY FARE DIFFERENTLY IN ANY CALIFORNIA COURT.

*District Response:*

*This flat declaration that the 3 cases I cited to would fare differently under Proposition 59 is not based on any discernable rationale. The cases are still good law.*

*Proposition 59 amended the Constitution to state in part as follows:*

*"(5) This subdivision does not repeal or nullify, expressly or by implication, any constitutional or statutory exception to the right of access to public records or meetings of public bodies that is in effect on the effective date of this subdivision, including, but not limited to, any statute protecting the confidentiality of law enforcement and prosecution records."*

*The AG has invoked this provision of the Constitution as I pointed out in the AG opinion of February 23, 2005.*

*The authors of the 1/31/05 memo seem possessed of an obsession with revealing information even if such would be detrimental to a public entity. I have cited to Eskaton Monterey Hospital v. Meyers, 134 Cal. App. 3d 788, which held that the public interest in preventing a regulated business from circumventing effective compliance investigations by obtaining auditors' procedural manuals outweighs any public interest in disclosure, relying on section 6255 of the Government Code (part of the CPRA).*

*The case involved three hospitals that had been audited by the Department of Health Services with respect to their Medi-Cal program services. The hospitals sought disclosure of the department's audit manual; the trial court found that the fiscal portions of the audit manual*

*were exempt from disclosure under the Public Records Act (Gov. Code, Section 6250 et seq.). The department provided plaintiffs the medical standards portion of the audit manual. The court had the manual before it, and agreed with the department that it contained its "game plan" or strategy for audits by which particular expenditures are selected for scrutiny because they tend to reveal spending patterns relevant to ascertaining compliance with Medi-Cal regulations, and that disclosure would allow Medi-Cal providers to circumvent governing regulations by manipulating expenditures itemizations.*

*So our advocates for blindly foregoing the use of the balancing test in the CPRA would turn over the manuals. That is both irresponsible and foolish.*

---

**C) IN LIGHT OF THE ADDITIONAL REQUIREMENTS IMPOSED ON THE "BALANCING TEST" BY PROPOSITION 59 SEVERELY LIMITING ITS USE, REJECTION BY THE BOARD OF TRUSTEES OF THIS KEY RIGHT OF THE PUBLIC TO KNOW HOW THEIR TAX DOLLARS ARE BEING USED, WOULD SIGNAL AN EXTREMELY CAVALIER ATTITUDE TOWARD OPEN GOVERNMENT AND TOWARD THE WILL OF THE VOTERS AND IT SHOULD BE NOTED THAT THE VOTERS APPROVED PROPOSITION 59 BY AN 83% MARGIN.**

*District Response:*

*As noted above, Proposition 59 did not severely limit the use of the balancing test. Violating employee/student privacy rights does not inform the public how their tax dollars are used.*

---

**D) THIS IS IN ADDITION TO THE GENERAL TONE OF LEGAL COUNSEL LEE'S ARGUMENTS, FROM WHICH IT APPEARS THAT, AS FAR AS SUNSHINE AT CCSF IS CONCERNED, ANYTHING WOULD CAUSE MORE WORK, OR MORE PERSONNEL OR STAFFING ISSUES ARE NOT RECOMMENDED.**

*District Response:*

*This is true since state law already covers these areas. In addition, I would add that anything that violates employee/student privacy and confidentiality or potentially leads to intimidation of District employees or agents is to be avoided.*

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**E) THE CITY COLLEGE OF AD HOC COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE RESPECTFULLY REQUESTS THAT THE SFCCD BOARD OF TRUSTEES REVISIT THE ITEMS BELOW AS FOLLOWS:**

**1. 67.8-1 RECOMMENDATIONS REGARDING THE TAPE RECORDING OF CLOSED DOOR SESSIONS.** THE CITY OF SAN FRANCISCO HAS TAPED CLOSED SESSIONS WITHOUT ANY GLITCHES FOR 5 YEARS. CLOSED SESSIONS ARE ALLOWED BECAUSE OF SPECIFIC RATIONALES, THAT IS NO CLOSED SESSION IS PERMITTED UNLESS THERE IS A LEGAL BASIS FOR IT. WHEN THAT LEGAL BASIS FOR WITHHOLDING TAPED RECORDINGS IS NO LONGER APPLICABLE THERE CEASES TO BE A NEED FOR SECRECY, AS RECORDS OF PUBLIC BUSINESS, DISCLOSURE SHOULD BE ALLOWED. **THE LEGISLATIVE ANALYSIS OF PROPOSITION 59 STATES: "IT WILL COMPEL THEM TO NARROWLY APPLY LAWS THAT LIMIT OPENNESS IN GOVERNMENT - INCLUDING DISCRETIONARY PRIVILEGES AND EXEMPTIONS THAT ARE ROUTINELY INVOKED WHEN THERE IS NO NEED FOR SECRECY."** IF A NEED FOR SECRECY CAN BE DEMONSTRATED, CONTINUED SECRECY IS CLEARLY ALLOWED AND THE TAPES SHOULD NOT BE DISCLOSED. BY FAILING TO TAPE RECORD WHAT MAY BE THE MOST SIGNIFICANT DECISIONS THE BOARD MAKES, THE



BOARD EXCLUDES THE PUBLIC'S RIGHT TO KNOW IN PERPETUITY. WE BELIEVE THAT CCSF CONDUCTS ITS BUSINESS IN THE BEST INTEREST OF THE PUBLIC AND THAT DISCLOSURE OF TAPED SESSIONS, WHEN SECRECY IS NO LONGER REQUIRED DISPLAYS CONFIDENCE IN THE INTEGRITY OF THE ACTIONS THAT THE BOARD TAKES BEHIND CLOSED DOORS. THE CONFIDENCE OF THE PUBLIC IS FAR MORE IMPORTANT THAN SECRECY WHICH IS MAINTAINED FOR NO DEMONSTRABLE REASON.

*District Response:*

***This is a very serious misstatement.***

***The rationale quoted above which I have bolded is NOT from the Legislative Analyst – it is from the argument in favor of Proposition 59.***

*The SSO requires recording of closed sessions and retention of recordings for at least 10 years or permanently if feasible. Recordings must be made available when the rationale for closing the session is no longer applicable. Section 67.8-1.*

*The purpose of a closed session under the Brown Act is for a Board to be able to speak candidly on those limited subjects enumerated in the Act. The fact that the rationale for a settlement or the evaluation of a given employee on a recording will be released after a settlement is final will inhibit open and candid discussion and/or could lead to defamation claims against Board members and others. To the extent the attorney-client privilege is implicated, the opinion of the Attorney General in 69 Ops. Cal. Atty. Gen. 232 on this matter is worth keeping in mind.*

*"...An attorney who cannot confer with his client outside his opponent's presence may be under insurmountable handicaps. A panoply of constitutional, statutory, administrative and fiscal arrangements covering state and local government expresses a policy that litigating public agencies strive with their legal adversaries on fairly even terms. We need not pause for citations to demonstrate the obvious. There is a public entitlement to the effective aid of legal counsel in civil litigation. Effective aid is impossible if opportunity for confidential legal advice is banned." "Settlement and avoidance of litigation are particularly sensitive activities, whose conduct would be grossly confounded, often made impossible, by indiscriminating insistence on open lawyer client conferences. In settlement advice, the attorney's professional task is to provide his client a frank appraisal of strength and weakness, gains and risks, hopes and fears. If the public's 'right to know' compelled admission of an audience, the ringside seats would be occupied by the government's adversary, delighted to capitalize on every revelation of weakness" (69 Ops. Cal. Atty. Gen. 232)."*

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**2. (THE AD HOC COMMITTEE IS NOT REQUESTING RECONSIDERATION OF THIS ITEM).**

*District Response:*

*I believe this involved a provision of the SSO that required that regular meetings falling on a holiday would be held on the next business day. I have explained that the College provides more than adequate information to the public as to board meetings. Perhaps the authors of the 1/31/05 memo are beginning to understand the folly of the SFCCD blindly adopting a City and County ordinance.*

**3. 67.6 (F) RECOMMENDATIONS REGARDING SPECIAL MEETINGS WILL BE NOTICED 72 HOURS IN ADVANCE. THE CITY HAS NOT ENCOUNTERED ANY PROBLEMS WITH MEETING NOTICED 72 HOURS IN ADVANCE, AND AS SPECIAL MEETINGS ARE FAR MORE RARE AT THE CITY COLLEGE THAN AT THE CITY LEVEL, THERE IS NO REASON WHY CITY COLLEGE DISTRICT CANNOT NOTICE 72 HOURS IN ADVANCE AND ACT AS QUICKLY AS SAN FRANCISCO CITY GOVERNMENT. THE**

VALUE OF CITIZEN INPUT AND THE ADVICE OF THE PUBLIC IS INVALUABLE FOR THE EFFECTIVE MANAGEMENT OF ANY PUBLIC ENTERPRISE. IN ORDER TO ENCOURAGE PUBLIC PARTICIPATION AND GIVE THE PUBLIC ADEQUATE NOTICE, NOTICE THAT ALLOWS INTERESTED PERSONS TO INFORM THEMSELVES ABOUT THE ISSUES AND TO PREPARE THEIR COMMENTS AND MAKE SCHEDULING PREPARATIONS, THREE DAYS IS A MINIMUM THAT WORKS FOR THE AGENCIES OF THE CITY. ANY NOTICE WHICH PROVIDES LESS, MAY GIVE THE IMPRESSION THAT AN AGENCY IS ATTEMPTING TO MINIMIZE PUBLIC CRITICISM OF THE POLICIES, PROCEDURES, PROGRAMS OR SERVICES OR THE LACK THEREOF. EMERGENCY PROVISIONS ARE ALLOWED IN (D) OF THE SAME SECTION, INCLUDING EARTHQUAKE, FIRE, FLOOD AND OTHER EMERGENCY. SECTION 67.7(E) ALLOWS THE BODY TO TAKE ACTION ON ITEMS NOT APPEARING ON AN AGENDA IF, BY A MAJORITY VOTE, IT IS DETERMINED THAT AN ACCIDENT, NATURAL DISASTER, OR WORK FORCE DISRUPTION POSES A THREAT TO PUBLIC HEALTH AND SAFETY.

*District Response:*

*The SSO (Sunshine Ordinance) requires 72 hours notice of all meetings (regular and special meetings) unless the meeting is to be held at a place other than the regular meeting place, in which case notice must be given 15 days in advance of the meeting. The 15-day rule does not apply to meetings in a different room within the same building. Section 67.6(f).*

*Under state law, regular meetings require 72 hours notice (but see Ed Code provision below); special meetings require only 24 hours advance notice.*

*The Trustees' monthly meetings are not held in a regular meeting place but are held at different campuses so it is unclear how this would apply to the College. A 15 day notice may be a problem since the notice may require an agenda. Agendas are not now developed 15 days in advance. By imposing an obligation on itself for such additional lead time, unlike any other community college district in the state, the SFCCD would likely find itself severely disadvantaged because its Board could not take action quickly. If the notice does not require an agenda, this provision may still create confusion because the Education Code already requires a 10 day in advance posting of the location, date and time of a regular meeting [ECS 72000 (d)(1)].*

*Special meetings are permitted under the Brown Act because some event or transaction needs Board acknowledgment or approval of a collective bargaining contract on a fast turn-around time, for example. To impose a 3 day notice, unlike any other community college district in the state, would undoubtedly result in delays or less favorable contract terms. Imposing a 15-day notice for a meeting makes the problem even worse.*

*The Advisory committee's recommendation to provide notice of special meetings on the College's web site would serve the purpose of informing the public. I recommend against adopting this provision of the SSO.*

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**4. 67.15(A)(C) RECOMMENDATIONS REGARDING PUBLIC COMMENT REQUIREMENTS.** THERE IS NO LEGAL REASON WHY THE CITY COLLEGE DISTRICT CANNOT HAVE PUBLIC COMMENT UP TO THREE MINUTES. PRESENTLY AT CITY COLLEGE BOARD MEETINGS, SPEAKERS ARE ALLOTTED A LOT LONGER TIME TO SPEAK. GIVING THE PUBLIC A REASONABLE EXPECTATION WITH REGARD TO THE TIME THEY ARE ALLOWED TO SPEAK WOULD BE A SIGNIFICANT INDICATION THAT THE DISTRICT ENCOURAGES AND RESPECTS THE INPUT FROM THE PUBLIC. SFSO ALLOWS THE TIME TO BE REDUCED, AND IT IS FREQUENTLY DONE BY THE CITY AGENCIES IF THERE ARE A LARGE NUMBER OF PEOPLE WHO APPEAR TO SPEAK ON A PARTICULAR ITEM. THIS IS OFTEN DONE BY THE CHAIR ASKING MEMBERS OF THE AUDIENCE TO INDICATE, BY A RAISE OF HANDS, IF THEY INTEND TO SPEAK ON THE ISSUE. IF THERE ARE



SIZEABLE NUMBER, THE CHAIR MAY LIMIT THE TIME TO LESS THAN THREE MINUTES, AS LONG AS IT IS DONE UNIFORMLY. IF A MEMBER OF THE BODY WISHES MORE INFORMATION FROM A SPEAKER, HE MAY QUESTION THE SPEAKER.

*District Response:*

*Attached are Section 54954.3 from the Government Code, (part of the Brown Act) and the District's Policy Manual 1.05 which address the issue. The District's current practice, under the Brown Act and its own policy, more than adequately provides the public the right to speak. A three minutes limit has been the District's norm for many years as provided in Policy Manual 1.05. Policy Manual 1.05 was provided to the City and County of San Francisco Task Force some time ago. Apparently they have not read it.*

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**5. 67.12(B)(5) RECOMMENDATION REGARDING DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT. 15 DAYS PRIOR TO THE PUBLIC MEETING AT WHICH AGREEMENT(S) ARE TO BE REPORTED. THE ARGUMENT THAT ADOPTION OF THIS PROVISION WOULD LIKELY RESULT IN OUTSIDE PRESSURES BEING EXERTED AGAINST THOSE INVOLVED IN COLLECTIVE BARGAINING NEGOTIATIONS TO THE DETRIMENT OF THE PROCESS. THERE ARE ALWAYS PRESSURES FROM THE OUTSIDE AND INSIDE INVOLVED IN A COLLECTIVE BARGAINING PROCESS. IT SHOULD BE NOTED THAT UNIONS, IN GENERAL, ALWAYS HAVE BEEN STRONG ADVOCATES FOR SUNSHINE AND ENDORSED PROPOSITION G ALMOST UNANIMOUSLY. WE WOULD RECOMMEND THAT, SHOULD THE BOARD OF TRUSTEES OPPOSE THE 15 DAY SUNSHINE PROVISION, THE PUBLIC SHOULD HAVE ACCESS TO THIS INFORMATION AT A MINIMUM OF 72 HOURS IN ORDER TO COMMENT ON THESE AGREEMENTS THAT ARE FUNDED BY PUBLIC FUNDS.**

*District Response:*

*The SSO requires disclosure of collective bargaining agreements 15 days before the public meeting at which the agreement is to be reported. Section 67.12(b)(5).*

*Note that initial proposals of the District and Union are specifically subject to public comment. Under state law, collective bargaining agreements are public after they are approved. A 15 day advance notice creates problems also with regard to the holding of Board meetings where such agreements are approved. Frequently negotiations occur right up to a Board meeting. Regular Board meetings require a 72 hour notice of the agenda and special board meetings require a 24 hour notice of the agenda, so that a board can consider and approve the contract expeditiously. A 15 day in advance requirement would preclude such expedient settling of collective bargaining agreements. I doubt very much that the labor unions representing the District's employees would endorse this 15 day in advance notice period.*

*Current law (GC 3547.5) also provides that before the District enters into a Collective Bargaining Agreement, "...the major provisions of the agreement, including but not limited to the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employees..." The District complies with this provision.*

*I recommend against adopting this provision of the SSO.*

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**6. 67.3 APPLYING THE MEETING REQUIREMENTS OF THE SUNSHINE ORDINANCE TO ALL COMMITTEES OF SHARED GOVERNANCE AND DEPARTMENTS OF THE COLLEGE. GIVEN THAT PROPOSITION 59 STATES THAT: "IT WILL ENSURE THAT PUBLIC AGENCIES, OFFICIALS, AND COURT BROADLY APPLY LAWS THAT PROMOTE PUBLIC KNOWLEDGE" AND THAT "[I]T WILL**

COMPEL THEM TO NARROWLY APPLY LAWS THAT LIMIT OPENNESS IN GOVERNMENT-INCLUDING DISCRETIONARY PRIVILEGES AND EXEMPTIONS THAT ARE ROUTINELY INVOKED EVEN WHEN THERE IS NO NEED FOR SECRECY" AND THAT PROPOSITION 59 IS A CALIFORNIA STATE LAW, CITY COLLEGE SHOULD APPLY MEETING REQUIREMENTS OF THE SUNSHINE ORDINANCE TO ALL COMMITTEES OF SHARE GOVERNANCE AND DEPARTMENTS OF THE COLLEGE. THE CITY COLLEGE GOVERNING BOARD OVERSEAS ALL COMMITTEES AND DEPARTMENTS. THE NEWLY FORMED COMMITTEE ON INFORMATION AND PUBLIC RECORDS ARE A STEP IN THE RIGHT DIRECTION AND WE ARE HOPEFUL THAT THE DELIBERATIONS AND DECISIONS OF THAT BODY, ESPECIALLY IN LIGHT OF PROPOSITION 59 WILL APPLY ALL BODIES OF THE DISTRICT, INCLUDING DEPARTMENTS AND AGENDAS, MINUTES AND ACTIONS THAT ARE SUBJECT TO THEIR AUTHORITY.

*District Response:*

***This is a blatant misrepresentation of what is contained in Proposition 59. The statement above that I have bolded is from the argument in favor of Proposition 59.***

*The entire section 67.3 of the SSO read as follows:*

SEC. 67.3. DEFINITIONS.

Whenever in this Article the following words or phrases are used, they shall have the following meanings:

(a) "City" shall mean the City and County of San Francisco.

(b) "Meeting" shall mean any of the following:

(1) A congregation of a majority of the members of a policy body at the same time and place;

(2) A series of gatherings, each of which involves less than a majority of a policy body, to hear, discuss or deliberate upon any item that is within the subject matter jurisdiction of the City, if the cumulative result is that a majority of members has become involved in such gatherings; or

(3) Any other use of personal intermediaries or communications media that could permit a majority of the members of a policy body to become aware of an item of business and of the views or positions of other members with respect thereto, and to negotiate consensus thereupon.

(4) "Meeting" shall not include any of the following:

(A) Individual contacts or conversations between a member of a policy body and another person that do not convey to the member the views or positions of other members upon the subject matter of the contact or conversation and in which the member does not solicit or encourage the restatement of the views of the other members;

B) The attendance of a majority of the members of a policy body at a regional, statewide or national conference, or at a meeting organized to address a topic of local community concern and open to the public, provided that a majority of the members refrains from using the occasion to collectively discuss the topic of the gathering or any other business within the subject matter jurisdiction of the City; or



(C) The attendance of a majority of the members of a policy body at a purely social, recreational or ceremonial occasion other than one sponsored or organized by or for the policy body itself, provided that a majority of the members refrains from using the occasion to discuss any business within the subject matter jurisdiction of this body. A meal gathering of a policy body before, during or after a business meeting of the body is part of that meeting and shall be conducted only under circumstances that permit public access to hear and observe the discussion of members. Such meetings shall not be conducted in restaurants or other accommodations where public access is possible only in consideration of making a purchase or some other payment of value.

(D) Proceedings of the Department of Social Services Child Welfare Placement and Review Committee or similar committees which exist to consider confidential information and make decisions regarding Department of Social Services clients.

(c) "Passive meeting body" shall mean:

(1) Advisory committees created by the initiative of a member of a policy body, the Mayor, or a department head;

(2) Any group that meets to discuss with or advise the Mayor or any Department Head on fiscal, economic, or policy issues;

(3) Social, recreational or ceremonial occasions sponsored or organized by or for a policy body to which a majority of the body has been invited.

(4) "Passive meeting body" shall not include a committee that consists solely of employees of the City and County of San Francisco created by the initiative of a member of a policy body, the Mayor, or a department head;

(5) Notwithstanding the provisions of paragraph (4) above, "Passive meeting body" shall include a committee that consists solely of employees of the City and County of San Francisco when such committee is reviewing, developing, modifying, or creating city policies or procedures relating to the public health, safety, or welfare or relating to services for the homeless;

d) "Policy Body" shall mean:

1) The Board of Supervisors;

(2) Any other board or commission enumerated in the charter;

(3) Any board, commission, committee, or other body created by ordinance or resolution of the Board of Supervisors;

(4) Any advisory board, commission, committee or body, created by the initiative of a policy body;

(5) Any standing committee of a policy body irrespective of its composition.

(6) "Policy Body" shall not include a committee which consists solely of employees of the City and County of San Francisco, unless such committee was established by charter or by ordinance or resolution of the Board of Supervisors.

(7) Any advisory board, commission, committee, or council created by a federal, state, or local grant whose members are appointed by city officials, employees or agents. (Added by Ord. 265-93, App. 8/18/93; amended by Ord. 129-98, App. 4/17/98; Proposition G, 11/2/99)

*The SSO expands the definition of policy bodies that are subject to the Sunshine Ordinance. Under the initiative, policy body would include any committee, board, commission, advisory board or council created under a federal or state grant.*  
Section 67.3 (d).

*The District receives monies for specific programs. If the grant requires establishing an advisory committee including outside members, staff and faculty. It could be difficult to find volunteers willing to subject themselves the requirements of the Sunshine Ordinance.*

*These presumably also apply to various shared governance committees and academic departmental meetings. The concept of passive meeting bodies makes little sense in attempting to apply the ordinance to such entities. The Brown Act establishes which meetings of what entities are subject to its requirements -- typically a "legislative body". When an academic department meets, such as the Chemistry Department, it is a staff meeting. Such a meeting should not be considered either a policy body or a passive meeting body and should not be subject to the SSO.*

*This again illustrates how ill-advised it is to try to apply an ordinance designed for a City & County structure to an academic institution. I recommend against adopting these provisions of the SSO.*

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**7. 67.21 - 67.27 GENERAL SUNSHINE ORDINANCE PROVISIONS RELATED TO PUBLIC RECORDS REQUESTS INCLUDING COSTS, MAINTENANCE OF RECORDS, ASSERTING PUBLIC INTEREST AND THE TIMING OF DISCLOSURE OF CERTAIN LEGAL MATTERS.** THE CITY COLLEGE GOVERNING BOARD HAS PROPOSED AN IN HOUSE CUSTODIAN OF THE PUBLIC RECORD, THE COMMITTEE ON INFORMATION AND PUBLIC RECORDS. THIS COMMITTEE WOULD BE PART OF THE COLLEGE ADVISORY COUNCIL. THEREFORE, NO ADDITIONAL STAFF WOULD BE NEEDED TO CARRY OUT THE SUNSHINE ORDINANCE PROVISIONS. CITY COLLEGE WOULD HAVE TO JUSTIFY THEIR OBJECTIONS TO THIS SECTION IN LIGHT OF PROPOSITION 59. AS FAR AS COSTS GO, THE COMMUNITY COLLEGES IN CALIFORNIA RECEIVED INCREASED FUNDING LAST YEAR AND HAVE ASKED FOR AN 11 PERCENT INCREASE FOR NEXT YEAR. WITH REGARD "ASSERTING PUBLIC INTEREST" IN ORDER TO DENY ACCESS TO THE PUBLIC, PLEASE SEE THE OPENING REMARKS ABOUT PROPOSITION 59 AND SUBSEQUENT REMARKS ON THE "BALANCING TEST" ON PAGE (5) OF THIS MEMO.

*District Response:*

*These provisions are titled as follows:*

- 67.21 Process for Gaining Access to Public Records; Administrative Appeals.*
- 67.22 Release of Oral Public Information*
- 67.23 Public Review File - Policy Body Communications*
- 67.24 Public Information That Must Be Disclosed*
- 67.25 Immediacy of Response*
- 67.26 Withholding Kept To A Minimum*
- 67.27 Justification of Withholding*



*They would impose additional obligations on district employees. To blithely state that no additional staff would be needed ignores reality. As stated before, Proposition 59 does not require the Board adopt these provisions. The statement that the College received increased funding last year and have asked for an 11% increase this year demonstrates how out of touch these authors are to the budget problems at the District. The District did not provide any cost-of-living adjustments in 2002/2003 nor in 2003/2004 for its employees because it could not afford to do so. Its summer session offerings of 2004 were 50% of its summer session offerings in 2003 due to budget problems. The District is not awash in money.*

*Please see my remarks under section B with regard to addressing the balancing test.*

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**8. 67.29.4 GENERAL PROVISIONS RELATED TO LOBBYIST REPORT.** CITY COLLEGE IS COMPLYING WITH THE LOBBYIST LAWS REQUIRED BY THE STATE AND FEDERAL GOVERNMENT. THE ARGUMENTS OF COUNSEL LEE, THAT FILING OUT ANOTHER FORM WOULD CAUSE LOBBYISTS TO RAISE THEIR RATES SEEMS A WEAK ARGUMENT TO THE AD HOC COMMITTEE, SINCE THEY ALREADY FILE QUARTERLY AND THE SAME FACTS AND FIGURES WOULD APPLY TO A CITY FILING. WITH REGARD TO BEING "SUPERFLUOUS AND CONFUSING," IT IS NOT LIKELY TO ENTAIL MORE COST IF IT IS SUPERFLUOUS NOR, IF THE LOBBYING FIRM IS PROFESSIONAL, WOULD THEY LIKELY BE CONFUSED.

*District Response:*

*The SSO requires quarterly reports filed by lobbyists who receive at least \$300 compensation in a month for lobbying on behalf of the City and County of San Francisco. Section 67.29-4.*

*Lobbyists who lobby on behalf of the College are required to comply with all applicable federal and state reporting laws.*

*The State's Fair Political Practices Commission publishes extensive guidelines and information that address reporting requirements of lobbyists. Quarterly Disclosure Reports are already required. What is the rationale for another report? I repeat that requiring further reporting could prompt the firm lobbying for the District to raise its fees to cover the extra reporting which would mean greater cost to the District. Also to compel an additional report based on other criteria would be superfluous and confusing, since the additional report is not based on state or federal law..*

*Currently the District utilizes the services of Dale Shimasaki (Strategic Education Service) as an outside consultant and the services of Leslie Smith, a SFCCD administrator. These people report to administration who ultimately report to the Chancellor and the Chancellor reports to the Board on an "as needed" basis at public board meetings. I recommend against adopting any provisions of the SSO that deviate from state law.*

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**9. 67.29.5 CHANCELLOR, VICE CHANCELLOR AND DEPARTMENT HEADS MAKING AVAILABLE DAILY CALENDARS WITH THREE (3) DAYS OF THE CALENDAR ENTRY DATE.** INFLUENCE PEDDLING CAN OCCUR MORE READILY IF THE DAILY CALENDARS OF THE CHANCELLOR, VICE CHANCELLOR AND ADMINISTRATIVE DEPARTMENT HEADS ARE NOT AVAILABLE. ONLY CALENDARS THAT ARE KEPT WOULD BE SUBJECT TO BEING MADE AVAILABLE, THEREFORE NO ADDITIONAL WORK IS REQUIRED. ALSO THE FACT THAT THE CHANCELLOR CURRENTLY MAKES HIS CALENDAR AVAILABLE IS NO GUARANTEE THAT SUBSEQUENT CHANCELLORS WILL DO LIKEWISE.

*District Response:*

*The SSO requires the Mayor, City Attorney and department heads to keep and make available daily calendars within 3 days of the calendar entry date. For meetings not otherwise publicly recorded, the calendars must include a general statement of issues discussed. The calendars must include the time and place of each meeting. Only "purely personal or social events . . . that do not take place at City offices or at the offices or residences of people who do substantial business with or are substantially financially affected by actions of the City" are excepted. Section 67.29.*

*The District has no Mayor, nor City Attorney nor Department Heads corresponding to City & County of San Francisco. Department Heads. A California Supreme Court decision has determined that calendars of public officials are not subject to disclosure. As applied to the District, the Ordinance would likely involve Counsel for the District (corresponding to the City Attorney). Thus if a Board member were to meet with the General Counsel, the General Counsel would have to prepare a calendar which would include a general statement of issues discussed to be disclosed to the public. The attorney-client privilege is waived thereby. Also as applied to the District, the department heads would presumably be department chairpersons at the College. This requirement appears to be a change in working conditions and might require negotiations with the Department Chairperson Council (D.C.C.). The Chancellor, corresponding to the Mayor, would also have to prepare such a document for his meetings.*

*Department Chairs of academic departments typically do not keep calendars nor make them known to the public. The Chancellor is not required to make his calendar available.*

*I recommend against adopting this provision of the SSO.*

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**10. 67.24(B)(1)(III) PUBLIC COMPLAINT PROCEDURE. CITY COLLEGE NEEDS TO EXPLAIN ITS JUSTIFICATION FOR OPPOSING THIS SECTION IN LIGHT OF PROPOSITION 59. A SHARED GOVERNANCE COMMITTEE COULD BE CREATED TO HANDLE THE COMPLAINT PROCEDURE OR THIS COULD BE HANDLED BY THE NEWLY FORMED COMMITTEE ON INFORMATION AND PUBLIC RECORDS (CIPR), ASSUMING THAT THE COMMITTEE IS COMPRISED OF GOOD-FAITH INDIVIDUALS WITH AN OPEN ATTITUDE TOWARD SUNSHINE. SINCE THE DISTRICT ONLY RECEIVES 3 REQUESTS ANNUALLY, IT WOULD SEEM APPROPRIATE THAT CIPR HANDLE COMPLAINTS AND SET UP A COMPLAINT PROCEDURE.**

*District Response:*

*Proposition 59 does not mandate a public complaint procedure.*

*The SSO requires disclosure to the public of all communications between the City Attorney and City officials and employees (including but not limited to the Mayor, members of the Board of Supervisors and other elected officials) regarding compliance or liability under the Political Reform Act, the San Francisco Ethics Code, the Public Records Act, the Brown Act and the Sunshine Ordinance. Sections 67.21(i) and 67.24(b)(1)(iii).*

*This and similar provisions of the ordinance which list City & County officials demonstrate just how inappropriate adoption of the Ordinance would be since the SFCCD has no City Attorney nor does it have a Mayor nor City Officials nor a Board of Supervisors. The San Francisco Ethics Code and Sunshine ordinance are inapplicable. The Political Reform Act, Public Records Act, and Brown Act are applicable. The City Attorney is the attorney for City officials. If this provisions were adopted by the District, communications between the District's attorneys and members of the Board of Trustees would be disclosed. Such communications are otherwise protected under the attorney-client privilege. The following quote from an opinion of the*



California Attorney-General in discussing the attorney client privilege is instructive: "...An attorney who cannot confer with his client outside his opponent's presence may be under insurmountable handicaps. A panoply of constitutional, statutory, administrative and fiscal arrangements covering state and local government expresses a policy that litigating public agencies strive with their legal adversaries on fairly even terms. We need not pause for citations to demonstrate the obvious. There is a public entitlement to the effective aid of legal counsel in civil litigation. Effective aid is impossible if opportunity for confidential legal advice is banned".

"Settlement and avoidance of litigation are particularly sensitive activities, whose conduct would be grossly confounded, often made impossible, by indiscriminating insistence on open lawyer client conferences. In settlement advice, the attorney's professional task is to provide his client a frank appraisal of strength and weaknesses, gains and risks, hopes and fears. If the public's 'right to know' compelled admission of an audience, the ringside seats would be occupied by the government's advisory, delighted to capitalize on every revelation of weakness" (69 Ops. Cal. Atty. Gen. 232).

*It is not recommended that the privilege be waived. Disclosure to a shared governance committee is still disclosure to those who do not hold the attorney-client privilege. I recommend against adopting such a provision in the SSO.*

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**11. 67.24(C)(7) DISCLOSURE OF PUBLIC RECORDS OF "CONFIRMED" EMPLOYEE MISCONDUCT (INCLUDING STUDENT/EMPLOYEES.) THE AMERICAN FEDERATION OF TEACHERS SUPPORTS THE GENERAL NOTION OF THE SUNSHINE ORDINANCE. AGAIN, IN LIGHT OF PROPOSITION 59, WE BELIEVE THE GENERAL COUNSEL SHOULD RETHINK THE BLANKET REJECTION OF THE PROVISION OF THE SFSO, ESPECIALLY WHERE MISAPPROPRIATION OF FUNDS OR PHYSICAL HARM ARE INDICATED. IF THIS SUBSECTION IS NOT ACCEPTED BY THE BOARD OF TRUSTEES, IT IS ASSUME THAT IT WILL BE THE SUBJECT OF FURTHER DELIBERATION BY THE CIPR.**

*District Response:*

*Proposition 59 does not require disclosure of "confirmed" employee misconduct.*

*The SSO requires disclosure to the public of records of "confirmed" employee misconduct involving personal dishonesty, misappropriation of public funds, resources or benefits, unlawful discrimination on the basis of status, abuse of authority or violence. Section 67.24(c)(7).*

*Any inclination to adopt this would necessarily require consultation, if not agreement, with the unions representing employees. Other issues to be resolved relate to the California Constitutional Right of Privacy and the definition of "confirmed" employee misconduct. Case law is also evolving.*

*The AFT may support the general notion of the Sunshine Ordinance but I doubt they support disclosing records of confirmed faculty misconduct to the public.*

*If this employee is also a student-employee, the federal Family Educational Rights and Privacy Act (FERPA) is implicated which restricts access to information on students. This illustrates again that the College as an educational institution should not just blindly adopt this Ordinance. Also there are well defined processes for employee and student discipline in collective bargaining agreements and students regulations. I recommend against adopting this provision in the SSO.*

**12. 67.24(E)(1) DISCLOSURE TO PUBLIC OF EVALUATION FORMS AND SCORE SHEETS USED IN THE RFP PROCESS.** THE CITY OF SAN FRANCISCO HAS BEEN COMPLYING FOR YEARS WITHOUT PROBLEMS, ACCORDING TO RECENT TESTIMONY FROM THE CITY'S OFFICE OF CONTRACT ADMINISTRATION BEFORE THE COMPLIANCE AND AMENDMENTS COMMITTEE OF THE SUNSHINE TASK FORCE ON JANUARY 12, 2005. IN FACT, CONTRARY TO MISINFORMATION (SOTF MEMBER COMSTOCK REGRETS THAT HE MISINFORMED THE TRUSTEES) THAT THE NAMES OF EVALUATORS ARE KEPT CONFIDENTIAL, THEY ARE INDEED DISCLOSED WHEN A CONTRACT IS FINALIZED. THIS SAFEGUARD AGAINST INSIDER DEALING HAS NOT MADE IT DIFFICULT TO FIND EVALUATORS TO ASSESS VENDOR PROPOSALS ACCORDING TO LYNN KHAW, WHO REPRESENTED THE VIEWS OF THE OFFICE OF CONTRACT ADMINISTRATION. IT WOULD SEEM OBVIOUS THAT EVALUATORS WOULD BE PROUD TO ATTACH THEIR NAMES TO AGREEMENTS AND CONTRACTS THAT SAVED THE DISTRICT MONEY OR SERVED THE BEST INTERESTS OF THE PUBLIC.

*District Response:*

*The SSO requires disclosure to the public of evaluation forms and score sheets used in RFP selection process, as well as the names of individual scorers, their ratings and score sheets. Section 67.24(e)(1).*

*Evaluation forms and score sheets are available under current law. Revealing the identity of the raters is another matter, and the District feels this should not be done. Raters will be less candid in their assessments and will be intimidated since they could be the target of harassment or retaliation for any unfavorable candid assessment. This is especially a consideration for outside professionals (non-District employees) who volunteer to assist the District in selecting an architect/engineer. If such an outside professional has his/her candid unfavorable assessment revealed, that rater could additionally suffer economic consequences for such candor. The result would be less candor. And why is it so important that names of raters be disclosed? What interest other than intimidation and possible retaliation is being served? I recommend against adopting this provision of the SSO.*

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**13. 67.24(E)(3) DISCLOSURE OF RECORDS TO PUBLIC DURING NEGOTIATIONS OF SPECIFIC BUSINESS PRACTICES (E.G., SOLE SOURCE CONTRACTS, LEASES, FRANCHISE AGREEMENTS, ETC.).** PRESSURE IS USUALLY PRESENT DURING ANY COMPETITIVE PROCESS FOR CONTRACTS. MAKING SOLE SOURCE CONTRACTS, LEASES AND FRANCHISE AGREEMENTS SUBJECT TO THE PUBLIC PROCESS IS A KEY INGREDIENT TO SUNSHINE AND ASSURES THE BEST USE OF PUBLIC FUNDS IS ALWAYS SUBJECT TO PUBLIC SCRUTINY BEFORE CONTRACTS ARE MADE FINAL. THIS PRESSURE, SOMETIMES CALLED COMPETITION, OFTEN WORKS TO THE ADVANTAGE OF THE TAXPAYERS AND PREVENTS BACK ROOM DEALS. PROPOSITION 59 WOULD SEEM TO REQUIRE THIS PROVISION.

*District Response:*

*Proposition 59 DOES NOT require the disclosure of any such records.*

*The SSO requires disclosure of records to the public during negotiations of the following: sole source contracts; leases having revenues or expenses of \$500,000 or more, or a term of 10 years or more regardless of amount; and franchise agreements. If no documents are prepared or exchanged during negotiations, the City Attorney (or other representative) must prepare a summary of the positions of the parties within 5 working days following the final day of negotiation for each week. Section 67.24(e)(3).*

*This is not required under state law. Final agreements are public records. Such a requirement, rather than preventing abuse, might likely lead to inappropriate pressure by supporters of a*



potential contractor pushing for a better deal for that contractor. This pressure is not competition. It is just pressure.

The Board has also adopted a policy that requires a competitive process for contracts of \$50,000 or greater. See P.M. 8.06a as attached.

I recommend against adopting this provision of the SSO.

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**14. 67.29.7(C) DISCLOSURE OF RECORDS OF VENDORS WHO COLLECT FEES ON BEHALF OF THE CITY.** THE DISTRICT COULD EASILY DISCLOSE THESE RECORDS, REDACTING THE NAMES OF THE PARTICULAR STUDENTS AND IDENTIFYING INFORMATION, ALL OF WHICH IS ALLOWED BY THE SFSO, SINCE THAT SEEMS TO BE THE ONLY OBJECTION TO THIS PROVISION. THIS WOULD COMPLY WITH PROPOSITION 59. IF CITY COLLEGE IS COMPLYING, THEY NEED TO INFORM THE TASK FORCE.

*District Response:*

*Proposition 59 does not require this disclosure.*

*The SSO requires disclosure of records of vendors who collect fees or funds on behalf of the City. The City is also required to ensure that accurate records are maintained of each transaction. Section 67.29-7(c).*

*The College has an agreement with COTOP, a state agency which will hold money from a student's state income tax refund on behalf of the College if it is determined the student owes money to the College; for students defaulting on student loans, there are very strict federal guidelines imposed on collection agencies hired by the District so that students are treated fairly. Additional reporting is superfluous.*

*Why should the College spend time redacting student records for disclosure purposes? I have not heard any cogent reason. I recommend that the College administration decline adopting such a course of action.*

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**15. 67.32 DISCLOSURE OF WRITTEN COMMUNICATIONS BETWEEN CITY AND PRESIDIO TRUST, SFUSD, SFCCD, ETC.** CITY COLLEGE IS ALREADY COMPLYING SO THERE WOULD BE NO ADDITIONAL BURDEN ON THE DISTRICT, AND NO COST TO EMBRACE SUNSHINE AND COMPLY WITH THE WILL OF THE VOTERS.

*District Response:*

*The voters in passing Proposition 59 did not require this disclosure.*

*The SSO requires disclosure of written communications between the City and the Presidio Trust, SFUSD, SFCCD, Treasure Island Development Authority, SF Trans. Authority, Housing Authority and Redevelopment Authority unless subject to a mandatory exemption from disclosure. Section 67.32.*

*If there are any such communication between the District and such entities, they are already subject to the Public Records Act requiring disclosures unless there is an exemption, so adoption of this provision would be superfluous. Why "embrace" a provision that is superfluous? I recommend against adopting this provision of the SSO.*

**16. 67.12(8)(3) REQUIRES DISCLOSURE OF SETTLEMENT AGREEMENTS 10 DAYS PRIOR TO APPROVAL.** UNDUE PRESSURE IS ALWAYS PRESENT DURING THE SETTLEMENT PROCESS. WE URGE CITY COLLEGE TO ADOPT THIS PROVISION IN THE INTEREST OF THE TAXPAYERS AND TO FURTHER THE PUBLIC PROCESS IN THE EXPENDITURES OF FUNDS. THE PUBLIC CAN PROVIDE VALUABLE INSIGHTS INTO THE VARIOUS ASPECTS OF AN AGREEMENT, AND EXCLUDING THE PUBLIC FROM THE DECISION-MAKING PROCESS FLIES IN THE FACE OF PROPOSITION 59. WITH REGARD TO FEARS THAT "UNDUE PRESSURE MAY BE EXERTED, IN FACT, PUBLIC PRESSURE, INCLUDING MORE INFORMATION, ALSO COULD ASSIST THE BODY IN ARRIVING AT THE BEST SETTLEMENT FOR THE PARTIES INVOLVED, AND PREVENT THE APPEARANCE OF BACK ROOM DEALING.

*District Response:*

*Proposition 59 does not require such disclosure nor does it mandate the public be involved in the decision making process.*

*The SSO requires disclosure of written settlement agreements, 10 days prior to approval, unless the disclosure would adversely impact the City's interest in pending litigation. Section 67.12(b)(3).*

*Under state law, the agreements are public after approval. I believe adoption of this provision might likely provide an opportunity for supporters of a party to exert undue pressure against the other side to the detriment of the process. The Brown Act provides for Closed Session where settlement discussion can take place confidentially.*

*Premature disclosure would adversely affect the District's position. I recommend against adopting this provision of the SSO.*

---

**17. 67.25 REQUIRES RESPONSE TO REQUEST FOR PUBLIC RECORDS WITHIN ONE BUSINESS DAY.** COUNSEL ASSERTS THAT ADDITIONAL STAFF WOULD HAVE TO BE HIRED TO COMPLY WITH THIS PROVISION AND THEREFORE THE BOARD SHOULD NOT ADOPT IT. BUT SINCE COUNSEL ALSO ASSERTS THAT THERE ARE ONLY 3 REQUESTS FOR INFORMATION ANNUALLY, IT IS UNLIKELY THAT THE DISTRICT WOULD HAVE TO ACQUIRE EXTRA STAFF. SECTION 67.25 ONLY REFERS TO RECORDS THAT ARE AT HAND, ANY THAT REQUIRE RESEARCH OR ARE STORED AT DIFFERENT LOCATION OR ARE TOO [SIC] VOLUMINOUS TO BE IMMEDIATELY AVAILABLE, ARE EXEMPT FROM THE ONE DAY RULE. THE ONE-DAY RULE IS ESPECIALLY IMPORTANT WHEN ONE NEEDS INFORMATION TO PRESENT AT A MEETING THAT HAS ONLY 72-HOUR NOTICE. THE PROVISION OF TIMELY INFORMATION IS VALUABLE TO THE DISTRICT AND THE PUBLIC SHOULD BE HONORED FOR PERFORMING THIS ASSISTANCE TO THE DISTRICT, NOT TREATED AS OUTSIDERS WHO INTERFERE WITH ITS OPERATION.

*District Response:*

*The SSO requires response to requests for public records within one business day for "immediate disclosure requests". Section 67.25.*

*State law allows 10 days to review/search for documents. Additional staff might need to be hired to comply. The 1/31/05 document states that since there are only 3 requests per year, it is unlikely that added staff could be hired. However, a deliberate campaign to demand more documents could easily be initiated creating a drain on District resources. I recommend against adopting this provision of the SSO.*



**18. 67.21(C) REQUIRES THAT CUSTODIAN OF PUBLIC RECORDS ASSIST REQUESTER IN IDENTIFYING THE RECORDS THAT ARE AVAILABLE SO THAT REQUESTER CAN FORMULATE A RECORDS REQUEST.** CITY COLLEGE CAN COMPLY. THIS IS ANOTHER BASIC RESPECT PROVISION OF THE SFSO THAT THE DISTRICT SHOULD DEFEND, NOT REJECT. THIS IS ANOTHER INDICATION THAT THE DISTRICT DOES NOT WANT TO HAVE INFORMATION ABOUT THEIR ACTIVITIES BECOME PUBLIC. SOMETIMES AN INTERESTED MEMBER OF THE PUBLIC MAY NOT KNOW THE PROPER TERMINOLOGY OR DEPARTMENT WHERE RECORDS ARE KEPT, AND IT WOULD ONLY TAKE A FEW MINUTES OF A KNOWLEDGEABLE PERSON'S TIME TO PROVIDE INFORMATION THAT COULD COST THE INQUIRER WEEKS OF RESEARCH.

*District Response:*

*The SSO requires the custodian of the public record to assist the requester in identifying the records that are available so that the requester can formulate a records request. Section 67.21(c).*

*The Public Records Act was amended such that a public agency must assist a member of the public to make a "...focused and effective request that reasonably describes an identifiable record or records..." [Government Code Section 6253.1] Thus adoption of this provision of the Ordinance would be superfluous, and I recommend against adopting it. This was pointed out in my 8/18/04 memo but apparently was not read.*

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**19. 67.3(C)(7)[SIC] 67.3(D)(7) EXPANSION OF DEFINITION OF POLICY BODIES SUBJECT TO SUNSHINE ORDINANCE.** CITY COLLEGE NEEDS TO JUSTIFY THEIR POSITION IN LIGHT OF PROPOSITION 59. IT IS THE OPINION OF THE AD HOC COMMITTEE THAT CIPR SHOULD MAKE THE DEFINITIONS AND DELINEATE THE AUTHORIZATION OF THE VARIOUS DEPARTMENTS AND COUNCILS THAT COMPRISE THE DISTRICT AND SET THE REQUIREMENTS FOR AGENDAS, NOTICE AND OTHER PUBLIC ACCESS REQUIREMENTS IN ORDER TO COMPLY WITH PROPOSITION 59.

*District Response:*

*Proposition 59 does not require the expansion of the definition of policy body.*

*The SSO expands the definition of policy bodies that are subject to the Sunshine Ordinance. Under the ordinance, policy body would include any committee, board, commission, advisory board or council created under a federal or state grant. Section 67.3 (d)(7).*

*The District receives monies for specific programs. If the grant requires establishing an advisory committee including outside members, staff and faculty. It could be difficult to find volunteers willing to subject themselves the requirements of the Sunshine Ordinance. I recommend against adoption of such a provision.*

*Proposition 59 does not require that the Math Department, for example, be required to set-up agendas and public access requirements when its members meet.*

**20. 67.14-67.16 GENERAL PROVISIONS REGARDING RETENTION OF MEETING RECORDS AND OTHER DELIBERATIONS.** THE DISTRICT NEEDS TO SET OUT A CLEAR AND PREDICTABLE RANGE OF REQUIREMENTS FOR EACH BODY THAT OPERATES WITHIN THE GOVERNANCE AND DEPARTMENTS OF THE COLLEGE. CURRENTLY TECHNOLOGY ALLOWS PERMANENT RETENTION OF RECORDING OF MEETINGS, FOR EXAMPLE WITH VERY SMALL REQUIREMENTS AND, WHILE THE DISTRICT MAY FEEL THAT NOTHING SIGNIFICANT HAPPENED OVER 30 DAYS AGO THAT MAY NOT BE CORRECTLY REFLECTED IN THE MINUTES, THE PUBLIC TESTIMONY IS NOT

RECORDED IN MINUTES, NOR ARE THE COMMENTS OF THE MEMBERS OF THE BOARD OR BODY. THEIR INSIGHTS AND CRITICISMS MAY BE VALUABLE AT SOME TIME IN THE FUTURE; IF ONLY FROM A HISTORICAL POINT OF VIEW. IT SHOULD BE ONE OF THE TASKS OF CIPR TO FIND WAYS TO INCREASE THE RETENTION OF RECORDS AND SET POLICIES FOR THE DESTRUCTION OF RECORDS THAT ARE NOT IMPORTANT.

*District Response:*

*The sections referred to above are titled as follows:*

- 67.14 *Tape Recording, Filming and Still Photography*
- 67.15 *Public Testimony*
- 67.16 *Minutes*

*They provide for certain rights for "policy body" meetings which may be appropriate for open session Board meetings. But the authors of the 1/31/05 memo want them to apply to academic departmental entities which is wholly inappropriate as I have stated earlier.*

F. GENERALLY, ITEMS THAT ARE ALREADY REQUIRED BY OTHER STATE ORDINANCES SHOULD NOT BE REJECTED AS REDUNDANT OR SUPERFLUOUS BECAUSE THE ACCEPTANCE OF THOSE ITEMS DOES NOT IMPOSE ANY NEW REQUIREMENTS. IT WOULD SHOW GOOD FAITH COMPLIANCE WITH THE CONCEPT OF OPEN GOVERNMENT IF THE DISTRICT WERE TO ADOPT AS MUCH OF THE SUNSHINE ORDINANCE AS POSSIBLE, AND DOING SO MAY PREVENT THE VOTERS FROM IMPOSING EVEN STRONGER MEASURES AS THE BALLOT BOX.

*District Response:*

*The authors assert that items already required by other state ordinances (they probably mean state statutes) should not be rejected as superfluous because acceptance shows good faith compliance with the concept of open government. But why isn't compliance with state law itself an act of good faith? Furthermore, I submit that acceptance would ultimately lead to confusion especially when either the state statute or municipal ordinance is amended by the appropriate body or interpreted by a court.*

*This district is s a community college district and should be guided by the laws enacted by the state legislature that are applicable to every other community college district in the state. The San Francisco Community College District is not a City and County Department. The District shows good faith when it complies with enactments prescribed by the legislature applicable to community college districts. Adopting for itself ordinances designed for a municipality would probably be detrimental to the District as I have discussed in this response and in my 8/18/04 Report.*

Attachments:

1. Official Voter Information Guide  
November 2, 2004  
- on Proposition 59
2. Section 54954.3 of Government Code
3. Policy Manual 1.05
4. Policy Manual 8.06a





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** May 26, 2005

**W1**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject: REAL ESTATE**  
**Authorization to exercise options**  
**to renew rental agreements for**  
**the use of space by the City College**  
**of San Francisco campuses for**  
**fiscal year 2005-2006**  
**(Resolution No. 050526-W1)**

## **BACKGROUND INFORMATION:**

City College of San Francisco campuses have continued to offer classes dispersed throughout the San Francisco community through numbers rental agreements which include all maintenance, utilities and custodial services. The agreements provide options to renew. The following lessors have agreed to authorize City College of San Francisco to renew the rental agreement under the same general conditions provided for in 2004-2005.

## **RECOMMENDATION:**

**RESOLVED:** That authorization be given to enter into rental agreements at monthly rental charges for the period indicated.

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<b>LESSOR</b>	<b>Monthly Rent 2004-2005</b>	<b>Monthly Rent 2005-2006</b>	<b>PERIOD Beginning &amp; Ending</b>
Casa de la Raza 90 Bartlett Street San Francisco, CA 94110	\$1300	\$1300	7/01/2005- 6/30/2006
Ebenezer Lutheran Church 678 Portola Drive San Francisco, CA 94127	\$1050	\$1100	8/01/2005- 5/30/2006
Episcopal Church of Incarnation 1750 29 <sup>th</sup> Street San Francisco, CA 94111	\$857	\$900	8/01/2005- 5/30/2006
First Chinese Church 1-15 Waverly Place San Francisco, CA	\$2900	\$2900	8/01/2005- 5/30/2006
Golden Gate Lutheran Church 601 Delores Street San Francisco, CA 94110	\$1100	\$1100	8/01/2005- 5/30/2006
Housing Authority 440 Turk Street San Francisco, CA 94102	\$1	\$1	7/01/2005- 6/30/2006
Mission Language Vocational 2929 19 <sup>th</sup> Street San Francisco, CA 94110	\$991	\$991	8/01/2005- 5/30/2006
ON LOK, INC. 225 – 30 <sup>th</sup> Street San Francisco, CA 94131	\$250	\$250	8/01/2005- 5/30/2006
Park Presidio United Methodist 4301 Geary Blvd. San Francisco, CA 94118	\$2200	\$2200	8/01/2005- 5/30/2006
SF. Airport Commission SFO Building 928 SF. Airport, CA 94128	\$1	\$1	7/01/2004- 5/30/2005

St. Paul Presbyterian Church 1399 43 <sup>rd</sup> Avenue San Francisco, CA 94122	\$1100	\$1200	8/01/2005- 5/30/2006
Fitness West/What a Racquet 2945 Junipero Serra Blvd. San Francisco, CA 94014	\$290	\$290	7/01/2005- 6/30/2006
YMCA Chinatown Branch 855 Sacramento Street San Francisco, CA 94108	\$450	450	8/01/2005- 5/30/2006
<b>LESSOR</b>	<b>Monthly Rent 2003-2004</b>	<b>Monthly Rent 2004-2005</b>	<b>Period- Beginning &amp; Ending</b>
Family Connection San Bruno Avenue San Francisco, CA 94122	247.50	247.50	8/01/2005- 5/30/2006

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Stephen J. Herman, Originator

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
CHICAGO, ILLINOIS 60637

TO: [Name]  
FROM: [Name]  
SUBJECT: [Subject]  
DATE: [Date]  
[Text of the letter follows, discussing the subject matter in detail.]

Very truly yours,  
[Signature]

[Text block containing additional information or a signature line.]

[Text block containing additional information or a signature line.]

[Text block containing additional information or a signature line.]

[Text block containing additional information or a signature line.]





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## FOR INFORMATION ONLY

Honorable Board of Trustees of the  
San Francisco Community College District

Subject: Report on contract activity, April, 2005, City College of San Francisco.

This report is for information only on City College of San Francisco contract activity April, 2005

### **Contracts involving less than \$50,000:**

Self Help for the Elderly – City College of San Francisco's English as a Second Language (ESL) and Health Care Technology Departments will contract with Self Help for the Elderly for a total not to exceed \$30,000 for the period June 1, 2005 through March 31, 2006. City College will provide Housekeeping VESL training and Caregiver Skills Training.

Originator: Joanne Low

Shirley Ware Education Center - City College of San Francisco wishes to contract with the Shirley Ware Education Center for funds to support a summer bridge course at CCSF for certified nurse assistants applying for CCSF's Licensed Vocation Nursing Program. Total funding will not exceed \$9,651. The duration of the contract is from June 1, 2005 - September 30, 2005.

Linda Squires Grohe, Originator

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03/27/03 - B Page 1



MEMORANDUM FOR THE DIRECTOR, FBI

SUBJECT: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

4. [Illegible]

5. [Illegible]

6. [Illegible]

7. [Illegible]

8. [Illegible]

9. [Illegible]

10. [Illegible]

11. [Illegible]

12. [Illegible]

13. [Illegible]

14. [Illegible]

15. [Illegible]



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** May 26, 2005

**FOR INFORMATION ONLY  
NO ACTION NECESSARY**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Report on construction contracts under \$15,000, and**  
**construction related professional services under \$10,000**  
**Office of Facilities Planning, City College of San Francisco**  
**(050526-FIO)**

## BACKGROUND INFORMATION:

This report is for information only as authorized by Resolution 000525-B5 regarding construction contracts that are no more than \$15,000, and Resolution No. 000622-S3 regarding construction related professional services that are no more than \$10,000 and to be reviewed by Board Trustees as required by the Education Code Section 81656.

1. **Rubecon General Contracting, Inc. (SBE)** – Evans Campus: Exterior Concrete Ramp. Provide labor and material for grinding the existing concrete slab at exit door to allow for proper opening of door. Contract Order, \$1,320.00, funded by 2001 General Obligation Bond Fund.
2. **Landmark Building & Engineering Contractors (SBE)** – Mission Campus: Science Workshop Relocation. Demo existing stone sink, faucet, plywood cubical, grease lube equipments, and other various equipment. Furnish and install sheet rock to cover existing open wall and construct one office at corner with base, fixed glazing, and door. Install new sink, faucet, counter, and one set of sliding door and frame for storage. Furnish and apply light concrete around existing metal plates on floor. Contract Order, \$14,900.00, funded by 2001 General Obligation Bond Fund.
3. **JDH Corrosion Consultants, Inc. (Non-SBE)** Ocean Campus: Wellness Center. Provide design, drawings, specifications, and construction administration of a corrosion control system for underground pressure piping for the proposed Wellness Center. Contract Order not to exceed \$8000, funded by the 2001 Proposition A General Obligation Bond funds; Fund 434004.
4. **Meridian Engineering** – (Non-SBE) Ocean Avenue Campus: Wellness Center. Provide preliminary easement description for relocated underground 36" PUC water main. Contract order, \$1,500, funded by the 2001 Proposition A General Obligation Bond funds; Fund 434004.
5. **Livco Heating & Sheet Metal, Inc. (SLBE)** – Mission Campus: Science Workshop Relocation – HVAC System. Furnish and install two (2) unit heaters and all associated controls and pipes that connect to the existing pipe and system. Contract Order, \$12,250.00, funded by 2001 General Obligation Bond Fund.

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6. **Semans Communications, Inc.** (Non-SLBE) – Mission Campus: 375 Alabama "Ground Floor / Print Shop" Relocation. Provide Network Infrastructure Systems. Contract Order, \$14,854, funded by 2001 General Obligation Bond Fund.
7. **Double Day Office Services, Inc.** (SBE) – Mission Campus: 375 Alabama Relocation. Provide additional furniture moving and installation services on 3<sup>rd</sup> floor and to install ground floor Print Shop. Contract Change Order, \$11,000, funded by 2001 General Obligation Bond Fund.
8. **William Decker & Co.,** (SBE) – Mission Campus: Science Workshop Relocation. Furnish material and equipment to complete epoxy painting of floor. Wash and scrub to remove dirt and apply commercial degreaser to remove grease. Grind concrete floor with electric grinder and patch floor holes with architectural patching compound. Apply one prime/sealer coat and one finish anti-skid coat water based floor epoxy. Contract Order, \$9,640.00 funded by 2001 General Obligation Bond Fund.
9. **Tom Lewis Restoration and Consulting** (Non-SBE) – Ocean Campus: Cloud Hall and Creative Arts Wall Repair. Provide labor and material to clean, repair, seal and paint the exterior wall surfaces of the east elevation of Cloud Hall; water leak test, clean and fill cracks at inside east wall in Creative Arts Building. Contract Order, \$9,878.00 funded by 2001 General Obligation Bond Fund.
10. **Martin M. Ron, Associates** (Non-SBE) – Ocean Avenue Campus: Havelock Street Bungalow. Provide surveying services, including topographic and boundary surveys for the development of the Havelock site for future bungalows. Contract Order, \$15,000, funded by 2001 General Obligation Bond Fund.
11. **Kappe+Du Architects** - Mission Campus: Science Workshop Relocation. Provide architectural drafting and design services for San Francisco Unified School District review and approval to remodel Mission High School Auto Shop. Contract Order, not to exceed \$9,000, funded by 2001 General Obligation Bond Fund.
12. **Livco Heating & Sheet Metal, Inc.** (SLBE) – Evans Campus: HVAC System and Thermostats – Change Order #1 to \$12,000.00 (050324 - FIO.1). Furnish and install time clock for controlling the existing exhaust fan in garage area and repair duct joints. Contract Order, \$1,500, funded by 2001 General Obligation Bond Fund.
13. **Semans Communications, Inc.** (Non-SLBE) – Mission Campus: 375 Alabama "Infrastructure Upgrade & Modifications" project. Provide additional cabling and wall jacks to satisfy expanded scope of work on 2<sup>nd</sup> floor. Contract Change Order, \$2,055.74, funded by 2001 General Obligation Bond Fund.
14. **Semans Communications, Inc.** (Non-SLBE) – Mission Campus: 375 Alabama "Existing Infrastructure Evaluation" project. Expand scope of services to include testing & evaluation of existing data/phone cabling network throughout ground floor space intended for Print Shop. Contract Change Order. \$623.40, funded by 2001 General Obligation Bond Fund.
15. **Advanced Doorways, Inc.** (Non-SLBE) – Alemany Campus and Ocean Campus Cloud Hall. Replace deteriorated existing door closers. Contract Order, \$10,670, funded by 2001 General Obligation Bond Fund.



16. **J & C Consulting, Inc. (SLBE)** – Ocean Avenue Campus, New Child Development Center. Create computer 3-D model and 2 exterior renderings of the project building. Contract Order, \$7,420.00 funded by 2001 General Obligation Bond Fund.

Originator: Peter Goldstein  
w/ James Blomquist

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# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## FOR INFORMATION ONLY

Honorable Board of Trustees of the San Francisco Community City College District

**Subject:** Report on grant activity from April 29, 2005 – May 26, 2005, City College of San Francisco.

This report is for information only on City College of San Francisco grant activity, April 29, 2005 – May 26, 2005.

### **Grants involving greater than \$500,000 and less than a \$50,000 cash match:**

California Department of Education – CCSF intends to submit a proposal to the California Department of Education under the Workforce Investment Act, Title II, Adult Education and Family Literacy Act, Section 231. The grant will provide funding for support services and instructional materials in programs such as Adult Basic Education (ABE), English-as-a-Second Language (ESL), Vocational ESL, Transitional Studies, Citizenship Preparation and Civic Participation. Services include pre- and post-testing of ABE and ESL students, development of instructional materials, purchasing of supplies and textbooks, funding of workshops and conferences, coordination of faculty and staff training, and designing and implementation of student assessment instruments and processes. The amount requested is \$1,108,564 for the period July 1, 2005 – June 30, 2006.

Gary Tom, Originator

National Science Foundation (NSF) - NSF has reallocated its National Resource Center funding for Bio-Link. The first year of funding has been increased to \$573,312 for the period of September 1, 2004 - August 31, 2005. The total amount of the award over four years remains the same at \$1,499,999.

Robert Gabriner, Originator

### **Grants involving less than \$500,000 and less than a \$50,000 cash match:**

Rainbow Grocery – CCSF has applied for a grant from Rainbow Grocery to extend the biodiesel one-day workshops into a credit course. Topics will include the production and safe handling of biodiesel; working with one of the biodiesel production facilities in the Bay Area; working with the CCSF Graphic Communications Department; writing for the college newspaper and other local publications about alternative fuel; working in the Bayview district; and joining in the campaign for clean school buses. The requested grant is in the amount not to exceed \$12,500 for the period of July 1, 2005 – June 30, 2006.

Phyllis McGuire, Originator

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5/26/05 - FIO- Grant Activity, page 1  
VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR

First Five Alameda County – For the fourth year, the California Early Childhood Mentor Program, through CCSF, has been asked to apply for a grant from First Five Alameda County. If awarded funds, the California Early Childhood Mentor Program will bring additional support to the Alameda County Enhanced Mentor Program to recruit additional mentors; train mentors to conduct outreach and recruitment to provide expanded student and onsite mentoring; increase access to practicum courses; and improve retention through professional development, linkages with compensation and other supports as well as quality review activities. City College of San Francisco will be the fiscal agent for the grant. The amount requested is not to exceed \$181,440 for the period July 1, 2005 – June 30, 2007.

Lawrence C. Klein, Originator

Lisa and John Pritzker Philanthropic Fund – In April 2005, the CCSF Foundation received funds in the amount of \$15,000 from the Lisa and John Pritzker Philanthropic Fund. The CCSF Foundation has since transferred those funds to the CCSF District Office for the purpose of benefiting mental health and counseling support at the college. These funds do not have a specific funding period and will be available upon transfer and until fully expended.

Kathleen Alioto, Originator

Miriam and Peter Haas Fund – The San Francisco Early Childhood Professional Development Project will continue its services through an additional \$266,000 grant award from the Miriam and Peter Haas Fund. Through this project CCSF's Child Development and Family Studies Department will continue to address the demonstrated need for professional development and training opportunities for a diverse early childhood workforce. The project period is May 1, 2005 – April 30, 2006.

Lawrence Klein, Originator

San Francisco Parks Trust – CCSF's Project JumpStart has received a grant from the San Francisco Parks Trust to support a summer program that will offer physical fitness and other activities to under-served youth in the Bayview/Hunter's Point community. This is a joint project with CCSF's Southeast Campus and the San Francisco Park and Recreation Department. Funds are in the amount not to exceed \$50,543 for the period of June 1, 2005 - September 30, 2005.

Veronica Hunnicutt, Originator

State Chancellor's Office – The Regional Health Occupations Resource Center (RHORC) has received a no-cost extension from the State Chancellor's Office. The RHORC will continue to meet the emerging health care work force training and education needs by establishing partnerships between public and private sector health care employers, local government agencies, and community colleges. The original end-date for the grant was June 30, 2005. With the extension, the grant will run until October 31, 2005, with no additional funds.

Linda Squires Grohe, Originator



## **Grant-Funded Contracts involving less than \$50,000:**

Foundation for California Community Colleges (FCCC) – CCSF's Welcome Back Program will be a sub-recipient of funds awarded to FCCC by The California Endowment to support the continuation of Welcome Back Programs to train immigrants with a background in healthcare to qualify for entry into the U.S. healthcare system. The total of the sub-recipient agreement will not exceed \$11,666. The duration of the agreement is from January 1, 2005 – December 31, 2005.

Linda Squires Grohe, Originator

California Wellness Center and Kaiser Permanente – CCSF's Welcome Back Center, funded by California Wellness Center and Kaiser Permanente, wishes to increase by \$5,940 and extend the end date of its contract with Lisa Johnson. Mrs. Johnson will develop a health-focused ESL curriculum. The original contract was for the period of May 1, 2004 – April 30, 2005 (FIO-040527); the extended contract will run from May 1, 2005 – May 31, 2006. The modified contract is not to exceed \$43,600.

Linda Squires Grohe, Originator

California Wellness Center and Kaiser Permanente – CCSF's Welcome Back Center, funded by California Wellness Center and Kaiser Permanente, wishes to increase by \$7,500 and extend the end date of its contract with Bennett Chaffe. Mr. Chaffee will develop a health-focused ESL curriculum. The original contract was for the period of July 15, 2004 - April 30, 2005 (FIO-040826); the extended contract will run from May 1, 2005 – May 31, 2006. The modified contract is not to exceed \$24,250.

Linda Squires Grohe, Originator

California Wellness Center and Kaiser Permanente – CCSF's Welcome Back Center, funded by California Wellness Center and Kaiser Permanente, wishes to increase by \$18,213 and extend the end date of its contract with Nancy Mackowsky. Ms. Mackowsky will work on the implementation of Welcome Back's newly developed health-focused ESL curriculum. The original contract was for the period of January 1, 2005 - June 30, 2005; the extended contract will run from July 1, 2005 – May 31, 2006. The modified contract is not to exceed \$25,713.

Linda Squires Grohe, Originator

National Science Foundation (NSF) – CCSF's Bio-Link, funded by NSF, would like to issue a contract to Martha Matthews as reimbursement for travel to the 7<sup>th</sup> annual Bio-Link NVC meeting. Funds are in the amount not to exceed \$1,000 for the period of April 14-16, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – CCSF's Bio-Link, funded by NSF, would like to issue a contract to Joanna Kile as reimbursement for travel to the 7<sup>th</sup> annual Bio-Link NVC meeting. Funds are in the amount not to exceed \$600 for the period of April 14-16, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – CCSF's Bio-Link, funded by NSF, would like to issue a contract to Stan Hitomi as reimbursement for travel to the 7<sup>th</sup> annual Bio-Link NVC meeting. Funds are in the amount not to exceed \$200 for the period beginning and ending April 15, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – CCSF's Bio-Link, funded by NSF, would like to issue a contract to Janice Toyoshima as reimbursement for participation in the Bio-Link organized workshop on Biomanufacturing at Solano Community College, including travel expenses. Funds are in the amount not to exceed \$300 for the period of February 25-26, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – CCSF's Bio-Link, funded by NSF, would like to issue a contract to Douglas Kain as reimbursement for participation in the Bio-Link organized workshop on Biomanufacturing at Solano Community College, including travel expenses. Funds are in the amount not to exceed \$300 for the period of February 25-26, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – CCSF's Bio-Link, funded by NSF, would like to issue a contract to Nick Kapp as reimbursement for participation in the Bio-Link organized workshop on Biomanufacturing at Solano Community College, including travel expenses. Funds are in the amount not to exceed \$300 for the period of February 25-26, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – CCSF's Bio-Link, funded by NSF, would like to issue a contract to Kevin Scully as reimbursement for participation in the Bio-Link organized workshop on Biomanufacturing at Solano Community College, including travel expenses. Funds are in the amount not to exceed \$50 for the period of February 25-26, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – CCSF's Bio-Link, funded by NSF, would like to issue a contract to Ellyn Daugherty as reimbursement for participation in the Bio-Link organized workshop on Biomanufacturing at Solano Community College, including travel expenses. Funds are in the amount not to exceed \$50 for the period of February 25-26, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – CCSF's Bio-Link, funded by NSF, would like to issue a contract to Yen Verhoeven as reimbursement for participation in the Bio-Link organized workshop on Biomanufacturing at Solano Community College, including travel expenses. Funds are in the amount not to exceed \$50 for the period of February 25-26, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – CCSF's Bio-Link, funded by NSF, would like to issue a contract to Leslie Blackie as reimbursement for participation in the Bio-Link organized workshop

on Biomanufacturing at Solano Community College, including travel expenses. Funds are in the amount not to exceed \$300 for the period of February 25-26, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – CCSF's Bio-Link, funded by NSF, would like to issue a contract to Mark Barnby as reimbursement for participation in the Bio-Link organized workshop on Biomanufacturing at Solano Community College, including travel expenses. Funds are in the amount not to exceed \$300 for the period of February 25-26, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – CCSF's Bio-Link, funded by NSF, would like to issue a contract to James DeKloe for the development and coordination of biomanufacturing workshops for Bio-Link. Funds are in the amount not to exceed \$3,000 for the period of February 25-June 30, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – CCSF's Bio-Link, funded by NSF, would like to issue a contract to James Mills for the development and coordination of biomanufacturing workshops for Bio-Link. Funds are in the amount not to exceed \$2,000 for the period of February 25-June 30, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – CCSF's Bio-Link, funded by NSF, would like to issue a contract to Edward Re for the development and coordination of biomanufacturing workshops for Bio-Link. Funds are in the amount not to exceed \$500 for the period of February 25-June 30, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – CCSF's Bio-Link, funded by NSF, would like to renew and adjust sub-recipient agreements awarded by the Bio-Link Center for the sixth and seventh year of operation. In the sixth year, funds for Madison Area Technical College are to be reduced from \$75,000 to \$48,000 for the period of September 1, 2003 – June 30, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – In its seventh year, Bio-Link would like offer a new contract to Shoreline Community College. Funds are in the amount not to exceed \$2,000 for the period of May 9, 2005 – June 30, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – In its seventh year, Bio-Link would like offer a new contract to Alamance Community College. Funds are in the amount not to exceed \$4,000 for the period of September 1, 2004 – August 31, 2005.

Robert Gabriner, Originator



National Science Foundation (NSF) – In its seventh year, Bio-Link would like offer a new contract to Austin Community College. Funds are in the amount not to exceed \$4,500 for the period of September 1, 2004 – August 31, 2005.

Robert Gabriner, Originator

National Science Foundation (NSF) – In its seventh year, Bio-Link would like increase funding for New Hampshire Community Technical College. Funds are to be augmented from \$40,000 to \$44,000 for the period of September 1, 2004 – August 31, 2005.

Robert Gabriner, Originator

Koret Foundation – CCSF is renewing its contract with Eva Schiorring to evaluate Koret-sponsored Basic Skills Initiative activities. Funds are in the amount not to exceed \$15,000 for the period of June 1–December 31, 2005.

Robert Gabriner, Originator

The Lumina Foundation for Education/National Articulation and Transfer Network (NATN) – The National Articulation and Transfer Network will utilize grant funds awarded by the Lumina Foundation for Education to contract with Philip Sbaratta, Ph.D., to complete a nationwide study of transfer-articulation issues, including best practices and policy recommendations for the use of NATN's Articulation and Transfer Councils and its Academic Work Group. The contract amount is \$15,000 for the period June 1, 2005 — December 31, 2005.

Ann Zinn, Originator

#### **Grant-Funded Contracts involving more than \$50,000:**

None.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

## INFORMATION REPORT NO ACTION NECESSARY

**DATE:** May 26, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: Chancellor's Report  
Academic Employees  
Acceptance of Resignation  
with the Intent to Retire  
(050526 – RPT)**

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

<u>NAME</u>	<u>STATUS</u>	<u>DEPARTMENT</u>	<u>CAMPUS</u>	<u>EFFECTIVE COB DATE</u>
Garfinkle, Joan	Full-time	Counseling-New	Downtown	<u><b>CANCELED PER EMPLOYEE</b></u>
Kendrix, James	Administrator	Dist Business Service	Gough	07/29/05
Schurer, Linda E.	Full-time	ESL	Ocean	05/27/05

Originator: Clara Starr

Page 1 of 1

### BOARD OF TRUSTEES

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VERONICA LAWRENCE, STUDENT TRUSTEE • DR. PHILIP R. DAY, JR., CHANCELLOR



IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Office of the Attorney General, at the City of New York, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Attorney General

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Signature]

**AGENDA**  
**CLOSED SESSION**  
**OF THE**  
**BOARD OF TRUSTEES**  
**OF**  
**THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**  
**GOUGH STREET CAMPUS**  
**HUMAN RESOURCES CONFERENCE ROOM**  
**33 GOUGH STREET**  
**SAN FRANCISCO**  
**Thursday, June 23, 2005**  
**5:00 P.M.**

**I. OPEN SESSION**

Announcement of Closed Session Topics

**II. CLOSED SESSION**

**A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (G.C. 54956.8)**

Properties:	Lot 9, Block 195, 55 Columbus Street, San Francisco San Francisco, CA
Agency Negotiator:	Peter Goldstein and Stephen Herman
Negotiating parties	Pius Lee
Under Negotiation:	Price and terms of payment

**B. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (G. C. 54956.9 (a) )**

1. Seligsohn & Castillo v. Day et al  
San Francisco Court Case # CGC-03-416820
2. Ahuruonye v. SFCCD et al  
San Francisco Court Case # CGC-03-423790
3. Margie Cherry & Estoria Cherry v. City College of San  
Francisco, et al  
U.S. District Court, Northern District of California C-04-4981

**C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (G.C. 54956.9)**

Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – two cases

Initiation of litigation pursuant to Gov. Code 54956.9 (c) – one case

**D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

**E. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)**

1. Agency Designated Representatives: Jeffrey Sloan, Emily Prescott, Steve Hale, and Charles Sakai

Employee Organizations: Service Employees International Union (SEIU) 790, American Federation of Teachers (AFT) 2121, Department Chairperson Council (DCC), and San Francisco Building and Construction Trade Council Unions (SFBCTCU)

2. Agency Designated Representatives: Jeffrey Sloan, Emily Prescott, Steve Hale, and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers, Employee Relations Manager, Supervisors, and Confidential Classifications.

**III. OPEN SESSION**

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

## NOTICE

### REGULAR MEETINGS

### OF

### THE

### BOARD OF TRUSTEES

#### SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

**LOCATION:** GOUGH STREET CAMPUS  
33 GOUGH STREET  
SAN FRANCISCO, CA. 94103  
CONFERENCE ROOM

**DATE:** **THURSDAY, JUNE 23, 2005**

**TIME:** **5:00PM**

This meeting is normally devoted to Closed Session Topics.

**LOCATION:** GOUGH STREET CAMPUS  
33 GOUGH STREET  
SAN FRANCISCO, CA. 94103  
AUDITORIUM

**DATE:** **THURSDAY, JUNE 23, 2005**

**TIME:** **6:00pm**

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.  
Call 241-2234 for information.

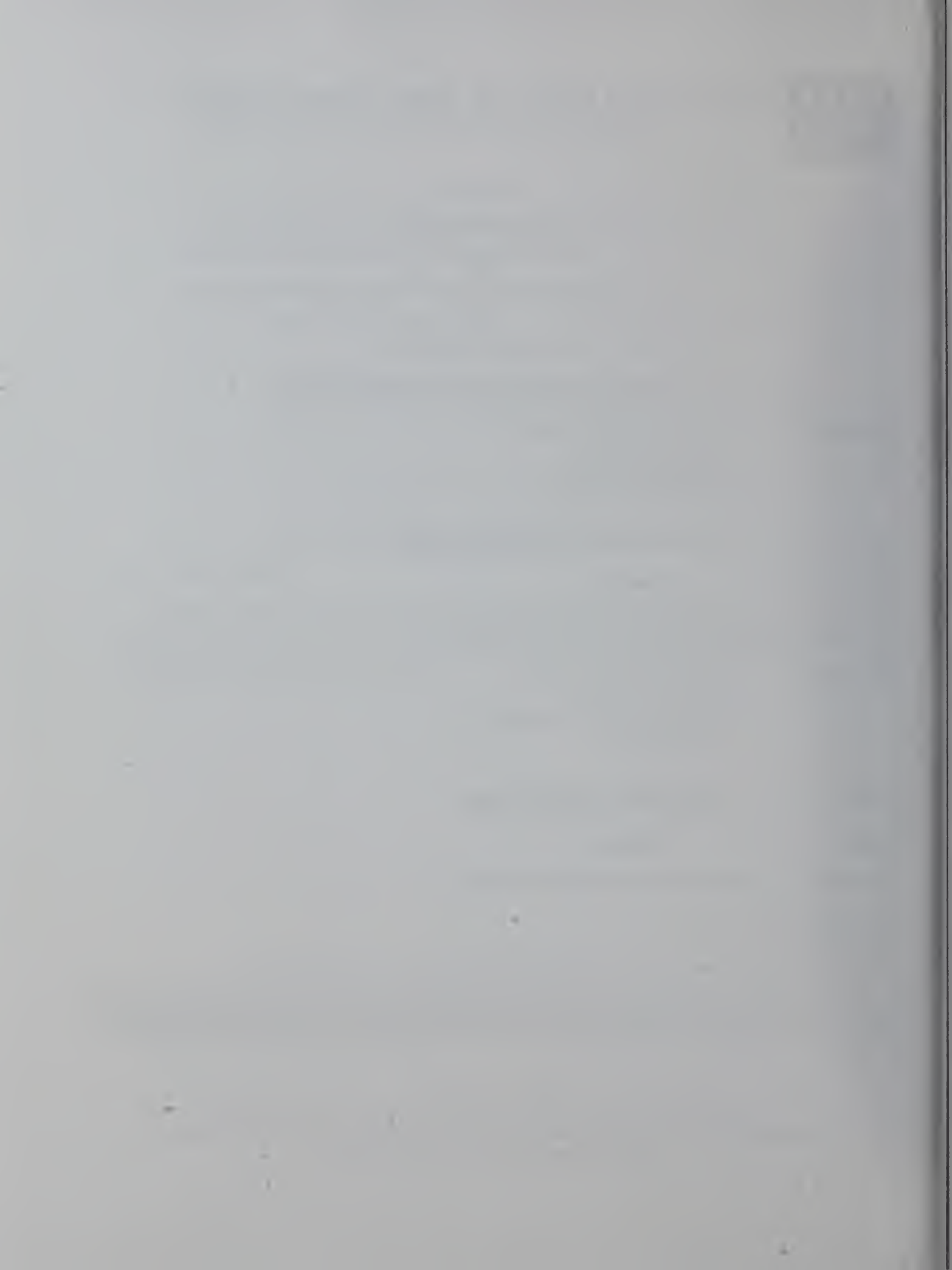
Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

#### BOARD OF TRUSTEES

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DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG, ESQ. • VERONICA LAWRENCE, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR



AMENDED 06/23/05

Regular Meeting of the  
Board of Trustees of the  
San Francisco Community College District  
City College of San Francisco  
GOUGH STREET CAMPUS  
AUDITORIUM

33 GOUGH Street, San Francisco  
Thursday, June 23, 2005

Open Session - 6:00 p.m.

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes
  - Regular Meeting Minutes – May 26, 2005
- IV. Adoption of Resolutions Agenda
- V. Approval of Consent Agenda Items as Listed
- VI. Special Presentations: Jose Cisneros, City Treasurer  
Member of the Prop 39 Citizens' Oversight Committee
- VII. Report from Constituent Groups
  - Academic Senate - Fred Teti, President
  - Associated Students-Arjuna Sayyed, President – Ocean Avenue Campus
  - Classified Senate - Rose Vela, President
- VIII. Monthly Financial Report – James Kendrix & Peter Goldstein
- IX. Action on Other Resolutions Agenda Items
- X. Board of Trustees' Reports
- XI. Chancellor and Staff Reports
- XII. Closed Session Announcements - Legal Counsel Ronald Lee

- XIII. Requests to Speak
- XIV. Adjournment

## **FINANCE**

### **GENERAL FUND**

- B1 - Authorization to use Principal Life Insurance Company as the District's life insurance and accidental death and dismemberment provider for Fiscal Years 2005-06 and 2006-07. **c\***
- B2 - Adoption of Annual Budget 2005-2006 Budget (Preliminary Budget)
- B3 - Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Reports for the quarters ended December 31, 2004 and March 31, 2005.
- B4 - Amending Signatory for District Bank Accounts **c\***
- B5 - Student Financial Aid Programs Authorization for appropriating funds for Federal and State financial aid programs. **c\***
- B6 - Renewal of Special Services Contract With Angus-Hamer Incorporated, at a cost not to exceed \$25,000 for fiscal year 2005-2006 **c\***
- B7 - Renewal of Special Services Agreement With SunGard SCT Corporation, at a cost not to exceed \$25,000 for fiscal year 2005-2006 **c\***
- B8 - Renewal of Special Services Contract with Strata Information Group (SIG), at a cost not to exceed \$115,000 for fiscal year 2005-2006
- B9 - Approval of Special Personnel Services with Development Institute
- B10 - Authorization to enter into a Memorandum of Understanding with "The Energy Coalition" for the purpose of reducing the College's electrical energy consumption

### **CAPITAL OUTLAY**

- B11 - **Authorization to Award Phase 1 Sub-Contracts to Hunt Construction Group for the Student Health Center Project at a Cost Not to Exceed \$1,270,678.**
- B12 - Authorization to Award a Contract for Student Health Center Special Testing & Material Inspection Services to Smith Emery Company - Total Cost Not to Exceed \$121,300
- B13 - Authorization to Award a Contract for New Mission Campus Special Testing & Material Inspection Services to Coverall Engineering Laboratories - Total Cost Not to Exceed \$350,000



- B14 - Authorization to Award a Contract for Certified Inspection Services to William M. Koenig Consulting & Inspection Services – Student Health Center Inspection Services Total Cost Not to Exceed \$170,280
- B15 - Authorization to Award Contract to Double Day Office Services to Provide Relocation Services for the Mission Campus and Downtown High School at a Cost Not to Exceed \$140,000 c\*
- B16 - Authorization to Award Construction Contract to Hoi's Construction, Inc. for the John Adams Campus Classrooms Remodel Project at a Cost Not to Exceed \$190,500
- B17 - Authorization to Award Contract for Site Preparation to NTK Construction, Inc. for the Ocean Avenue Campus Temporary Classrooms Project at a Cost Not to Exceed \$603,400
- B18 - **Authorization to Award a Construction Contract to Joe Wang Flooring for the John Adams Campus Gymnasium Flooring Project at a Cost Not to Exceed \$99,000**
- B19 - Authorization to Award a Contract for Certified Inspection Services to Eagle Enterprises – Health & Wellness Center Inspection Services Total Cost Not to Exceed \$436,965

#### GRANTS/CONTRACTS

- B20 - Authorization to accept and appropriate Educational cable access funds c\*
- B21 - Approval of contract with California State Employment Development Department (EDD) not to exceed \$750,000. c\*
- B22 - Authorization to modify existing Grants/Contracts c\*
- B23 - Approval of Training Contract and Memorandum of Understanding (MOU) with Sino-American Education Center, Inc. for a Transferable Credit Program in China; and MOU between City College of San Francisco and University of California, Berkeley for the Lower Division Transfer Program. c\*
- B24 - Authorization to extend instructional service/rental agreement with the San Francisco Police Department for a period of three years, effective July 1, 2005 until June 30, 2008, not to exceed \$652,000 per year, based upon available funds.
- B25 - Authorization to Conduct and Contract with Consultant Group (formerly Discount Travel)/Sunlight Travel to Offer a Study Abroad Program in Laos and Vietnam, Winter Break 2005/2006 c\*

- |     |   |  |    |
|-----|---|--|----|
| B26 | - | Authorization To Enter Into An Agreement With The City & County of San Francisco For Providing Legal and Related Services by the City Attorney For the City and County of San Francisco to the San Francisco Community College District, beginning July 1, 2005 At A Rate Not To Exceed \$190 Per Hour | c* |
|-----|---|--|----|

#### EQUIPMENT/SUPPLIES AND SERVICES

- |    |   |   |    |
|----|---|---|----|
| C1 | - | Procurement of Equipment, Supplies, Services, Etc., less than \$3,000 | *c |
| C2 | - | Procurement of Equipment, Supplies, Services, Etc., more than \$3,000 | *c |
| C3 | - | Acceptance of Gifts   | *c |
| C4 | - | Disposal of Equipment   | *c |

#### HUMAN RESOURCES

- |       |   |  |    |
|-------|---|--|----|
| F1    | - | Extension Interim Appointment Non-Educational Administrator  |    |
| F2    | - | Extension Acting Appointment Educational Administrator   |    |
| F3    | - | Authorization to Amend Academic Administrator Sabbatical Leave – Fall 2005   | *c |
| F4    | - | Resignation with the Intent to Retire Non-Educational Academic Administrator   |    |
| F5    | - | Administrative Contract Renewals   | *c |
| F6    | - | Commending Chancellor Philip R. Day, Jr. and Authorizing Employment Agreement Amendments, including Term Extension and Increment and COLA. |    |
| F7    |   | Acting Appointment Academic Administrator  |    |
| G1-13 | - | Academic Employees, Credit Program, District Funded  | *c |
| H1-2  | - | Academic Employees, Credit Program, Categorically Funded   | *c |
| N1    | - | Academic Employees (Faculty) Community Services Classes City College of San Francisco  | *c |

#### POLICY

- |    |   |   |    |
|----|---|---|----|
| P1 | - | Notice of Intention to Amend the SFCCD Policy Manual Section 3.02 – Equal Employment Opportunity and Affirmative Action | *c |
|----|---|---|----|

#### SPECIAL

- |    |   |  |    |
|----|---|--|----|
| S1 | - | Recommend Adopting Modified Wage Rates and Other Terms and Conditions of Employment for Unrepresented Classified Management, Supervisory, and Confidential Employees for Fiscal Year 2005-2006 | *c |
|----|---|--|----|

- |    |   |  |    |
|----|---|--|----|
| S2 | - | Presenting the Initial Proposal of the Department Chairperson Council and the Initial Proposal of the San Francisco Community College District for a Successor Collective Bargaining Agreement, and Placing a Special Order of Business on the Agenda for a Public Board of Trustees Meeting in August 2005 for Public Response to the Initial Proposals | *c |
| S3 | - | Honorable Board of Trustees of the San Francisco Community College District expresses its heartfelt appreciation for the many contributions of James Kendrix on the occasion of his retirement   |    |
| S4 | - | Approval of new courses recommended by the College Curriculum Committee (02/09/05 – 04/13/05)  | *c |

#### REAL ESTATE

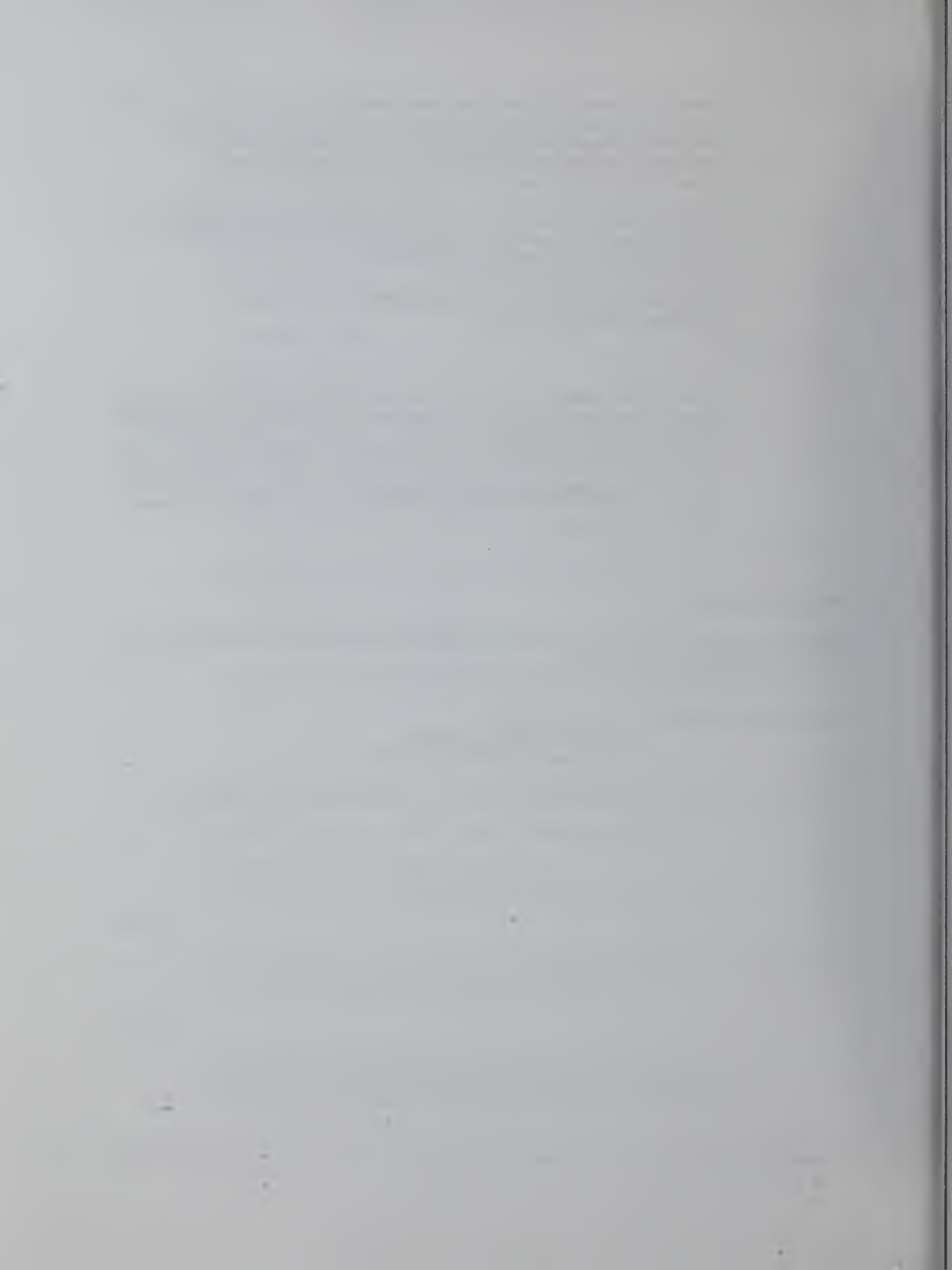
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|----|---|---|
| W1 | - | Authorization to negotiate a First Amended and Restated Settlement Agreement ("Restated Agreement") to update that Settlement Agreement with the Friends of the Colombo Building dated June 4, 1999 ("Settlement Agreement") and to negotiate a historic preservation easement for the Colombo Building to San Francisco Architectural Heritage Foundation for the purpose of preserving and protecting the architectural, historic, and cultural, features of the Colombo Building consistent with the obligations of the District under the Settlement Agreement, as amended. |
|----|---|---|

#### INFORMATION ONLY

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

**Next Board Meeting Date: August 25, 2005**  
**GOUGH STREET CAMPUS**  
**33 Gough Street, San Francisco**

*\* (Please note that the next regular Board Meeting will be in August per Resolution No. 000622-S6)*







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 23, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**B1**

**SUBJECT: GENERAL FUND**

**Authorization to use Principal Life Insurance Company as the District's life insurance and accidental death and dismemberment provider for Fiscal Years 2005-06 and 2006-07.**

**BACKGROUND INFORMATION:**

The District currently provides all eligible employees with \$50,000 of employer paid term life insurance and accidental death and dismemberment insurance. The current provider; Symetra (SAFECO) charges the District \$10.45 per employee per month for this coverage. The estimated 2004-05 fiscal year cost for this coverage is \$182,000. The District's insurance broker, Keenan and Associates has solicited bids from 10 providers, the bid process identified Principal Life Insurance Company as the lowest cost provider for this level of coverage for Fiscal Years 2005-06 and 2006-07. Principal Life Insurance will provide the District with the same level of coverage per employee for \$9.25 per employee per month. This represents a cost savings of \$1.20 per employee per month or an estimated total savings of \$21,500 per fiscal year for Fiscal Years 2005-06 and 2006-07. Principal Life Insurance Company has provided most of the District's classified employees with mandatory Short Term and Long Term Disability Insurance since January 1, 2005. The District's experience with Principal Life Insurance Company has been favorable.

**RECOMMENDATION:**

**RESOLVED:** That given the projected fiscal years 2005-06 and 2006-07 cost savings of \$43,000, and the District's favorable experience with Principal Life Insurance Company, authorization is hereby given to use Principal Life Insurance Company as the District's term life insurance and accidental death and dismemberment provider for Fiscal Years 2005-06 and 2006-07.

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance And Administration, and/or their designee are hereby authorized to execute such a contract on behalf of the SFCCD.

**Originator:** Peter Goldstein  
with Donald Lind

**BOARD OF TRUSTEES**

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**DR. PHILIP R. DAY, JR., CHANCELLOR**





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**AMENDED 06/23/05**

**DATE:** June 23, 2005

**B2**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: GENERAL FUND  
ADOPTION OF ANNUAL BUDGET 2005-2006 BUDGET  
(PRELIMINARY BUDGET)  
(Resolution No. 050623-B2)**

## **BACKGROUND INFORMATION:**

The California Code of Regulations requires the governing board of each community college district to adopt a preliminary budget for the ensuing fiscal year on or before June 30th.

The Final Annual Budget includes a roll-over of current expenses, plus anticipated savings, funding of the highest order of priorities proposed in the budget planning process and recommended in budget review, and is dependent on some additional resource availability.

This budget is contained in the Annual Budget 2005-2006 Preliminary Recommendation, to be presented to the Board of Trustees at the September 22, 2005, meeting.

### **Annual Budget for 2005-2006: Preliminary Recommendations**

The 2005-2006 Annual Budget for the General Fund Unrestricted is based on projected revenue and resources totaling \$168,428,656 of which \$166,878,656 represents the sum of state and local allocations and fees and \$750,000 represents the prior year's ending balance. Some Restricted Funds (grants) budgets for 2005-2006 have been funded at approximately 90% of the prior year's allocation and fee based programs have been funded based on estimated revenue.

The General Fund Unrestricted Expenditure Budget for FY 2005-2006 is currently projected at \$169,028,656 which continues operational expenditures ongoing from the prior fiscal year.

This Budget currently has a deficit totaling \$600,000. The recommendation is that this Budget be approved as is and that after the state budget is approved during the Summer a Final FY 2005-06 Budget, in balance and without a deficit, will be presented at the September 2005 Board of Trustees meeting.

The recommended 2005-2006 Annual Budget, as proposed by the Chancellor and submitted to the Board of Trustees for approval, is as follows.

#### **BOARD OF TRUSTEES**

RODEL E. RODIS, ESQ., PRESIDENT • DR. NATALIE BERG, VICE PRESIDENT • JOHNNIE L. CARTER, JR. •

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG, ESQ. • VERONICA LAWRENCE, STUDENT TRUSTEE

**DR. PHILIP R. DAY, JR., CHANCELLOR**

## Part 1: Adoption of the Annual Budget

Section 1 In accordance with Title 5, California Code of Regulations, Section 58196 the Board of Trustees of the San Francisco Community College District hereby adopts the Annual Budget for 2005-2006, hereinafter termed the Annual Budget of the San Francisco Community College District, as detailed on Community College District forms and summarized by fund, purpose, and amount as follows:

### General Fund - Unrestricted Total

Estimated Revenues	\$166,878,656
Add Beginning Balance	750,000
Add Transfer from Designated reserve	800,000
Add FY 2005 Encumbrances	-0-
<b>Total Estimated Revenue</b>	<b>\$168,428,656</b>

### General Fund-Unrestricted Expenditure Appropriations

Estimated Expenditures	\$169,028,656
Add FY 2005 Encumbrances	-0-
Less: Anticipated Savings	-0-
<b>Total Estimated Expenditures</b>	<b>\$169,028,656</b>

Projected 6/30/06 Unrestricted Ending Balance \$ (600,000)

Current Board Designated Reserve	\$3,775,343
Projected Board Designated Reserve 6/30/05	\$3,775,343
Projected Board Designated Reserve 6/30/06	\$2,975,343

### Restricted Funds:(Revenue and Expenditures)

Federal	\$ 6,176,980
State	12,171,227
Private & Foundations	2,524,026
Subcontracts-City of San Francisco	361,494
Fees and Services	4,591,021
Contract Education Programs	593,304
<b>Total Restricted</b>	<b>26,418,052</b>

Departmental Accounts \$935,838

Special Revenue Fund - Child Development \$5,558,093

Special Revenue Fund – Cafeteria \$800,000

**Total Restricted and Special Revenue Funds \$32,776,145**

Section 2 Any action taken by the Board of Trustees at its meeting of June 23, 2005 shall be incorporated in the 2005-2006 Annual Budget and a copy of the 2005-2006 Annual Budget with modifications shall be placed in the official files of the Board of Trustees.

Section 3 The estimated receipts, income and revenue enumerated in the Annual Budget are hereby appropriated to the several funds and departments indicated in the Annual Budget for the purpose of meeting expenditure appropriations provided in the Annual Budget. These proposed expenditures are hereby appropriated to the funds and



departments enumerated in the Annual Budget. Each department for which an expenditure appropriation is made is hereby authorized to use, in the manner provided by law, the amounts so appropriated for the purpose specified in the Annual Budget.

Section 4 The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized to convert the budget as adopted by the Board of Trustees on Community College District forms to the official State forms prescribed by the Chancellor, California Community College; to execute, process, and file all necessary documents required by the Education Code or the California Code of Regulations; to place a copy of all budget documents in the official files of the Board of Trustees; and due to the fact that certain entries on the State forms are based on estimates, to use the latest available information when preparing all entries concerning the 2005-2006 Expenditures, and 2005-2006 Revenue sections of the budget. All entries concerning the 2005-2006 Expenditures section shall be in accordance with the total proposed expenditures included in the 2005-2006 Annual Budget as listed above.

Section 5 The Chancellor and Vice Chancellor of Finance and Administration are also authorized to execute all necessary budgetary documents, including current and subsequent budget transfers as required to maintain depository accounts with the San Francisco Controller, provided they are within the purposes and amounts of the budgets adopted on Community College District forms.

Section 6 The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized to withhold filing the documents described in Section 4 above until such time as they are legally required to be filed with the local and state agencies. ~~If after this resolution is adopted revenues in excess of the amounts anticipated in the Annual Budget become available, such excess revenues will be budgeted according to the recommendations contained in the Annual Budget, as presented in the proposed Annual Budget for 2005-2006.~~

Section 7 The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized and obligated to the Administrative Provisions as contained in the attachment to this resolution entitled, Administrative Provisions, 2005-2006.

#### **Part 2: General Fund Restricted**

Section 1 The General Fund - Restricted portion of the SFCCD Annual Budget contains appropriation of categorical funds from various granting agencies, thru RFP's, Apportionment, Allocations, Subcontracts, Sub-Recipient Agreements, Fee Based Programs, Property rentals and overhead. Such appropriation shall be increased or decreased in accordance with the amount made available during the year 2005-2006 by cash receipts or allocations from the State of California or by amounts carried over from the prior fiscal year. Within each categorical program, transfers from unallocated amounts, transfers between accounts, and transfers between major classes are authorized to be made by the Chancellor and Vice Chancellor of Finance and Administration to the extent permitted by the laws and regulations of the State of California.

#### **Part 3: Child Development Fund**

Section 1 The Child Development Fund portion of the SFCCD Annual Budget contains appropriations of categorical funds from California Dept. of education thru RFP's, Subcontracts, Sub-Recipient Agreements or gifts from various donors. Such appropriations shall be increased or decreased in accordance with the amount made available during fiscal year 2005-2006 by cash receipts or allocations from the State of California. Within each categorical program, transfers from unallocated amounts, transfers between accounts, and transfers between major classes are authorized to be made by the Chancellor and Vice Chancellor of Finance and Administration to the extent permitted by the laws and regulations of the State of California.

#### **Administrative Provisions 2005-2006**

- Section 1      Because total appropriations contained in the Annual Budget are based on estimated revenues which may not be fully realized, it shall be incumbent upon the Chancellor and Vice Chancellor of Finance and Administration to review revenue estimates each month. If such revenue estimates indicate a shortage, the Chancellor and Vice Chancellor of Finance and Administration shall freeze an equivalent amount of expenditure appropriations and report this action to the Board of Trustees. These frozen appropriations may only be released if subsequent estimates indicate that the collection of the amount originally estimated is assured.
- Section 2      The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized to make any transfer necessary to correct erroneous account classifications or to effect any changes in accounts made necessary by changes in the method of expenditures within the purpose of the appropriation; such as when the Board of Trustees has authorized a lump sum appropriation for a program or a project and transfers to subsidiary appropriations are required by City and County or State budgetary practices. In contrast, transfers from the unallocated appropriations to any expenditure classification shall be made only by formal resolution approved by a two-thirds vote of the members of the Governing Board as provided for in Title 5, California Code of Regulations, Section 58199; in addition transfers between major budget classifications shall be made only by a formal resolution approved by a majority of the members of the Board of Trustees as provided for in Title 5, California Code of Regulations, Section 58199. Any other transfers between subordinate accounts within a single major classification may be made by the Chancellor and Vice Chancellor of Finance and Administration.
- Section 3      The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized; first, to expend from the available funds budgeted for any approved position; second, to transfer subject to the provisions of Title 5, California Code of Regulations, Section 58199 and expend from the available funds budgeted for personal services; and third, to transfer subject to the provisions of Title 5, California Code of Education, Section 58199 and expend from any other available budgeted funds for lump sum payments to classified employees upon death or retirement for service or separation caused by industrial accident for accumulated sick leave benefits in accordance with Civil Service Commission Rules 22, Section 22.02.B9. Provided, however, that the position held by an employee who is entitled to such lump sum payment will not be filled with either a permanent or temporary replacement until such lump sum payment has been recovered from funds budgeted for personal services, and further provided that in the event that said position must be filled immediately it may be so filled on the authorization of the Chancellor or the Vice Chancellor of Finance and Administration.
- Section 4      That the San Francisco Community College District and the San Francisco Controller are hereby authorized and directed to continue the existing special and trust funds, reserves; and the receipts in each such fund are hereby appropriated in accordance with law and the conditions under which such fund was established. The Chancellor and the Vice Chancellor of Finance and Administration are hereby authorized and directed to set up additional special and trust funds and reserves as may be created by either additional requests or under other conditions and the receipts in each fund are hereby appropriated in accordance with law for the purposes and subject to the conditions under which each fund was established.
- Section 5      That whenever the San Francisco Community College District shall receive for a special purpose from the United States of America, the State of California, or from any public or semi-public agency, or from any private person, firm or corporation any money or property to be converted into money, there shall be set up in the accounting records of the San Francisco Community College District, a special fund or account evidencing the amount received and specifying the special purposes for which it has been received and

for which it is held. Such an account or fund shall be maintained as long as any portion of said money or property remains. Such receipts are hereby appropriated in accordance with law for the purpose and subject to the conditions under which each receipt was received.

- Section 6      Permanent certificated and classified positions continued or created by the Board of Trustees in the Annual Budget, may be increased, decreased, or reclassified only by approval of the Chancellor and Vice Chancellor of Finance and Administration. Funds provided in approval of the Chancellor and Vice Chancellor of Finance and Administration may be used to provide temporary employment when it becomes necessary to replace a permanent occupant of a position while on extended leave without pay, or for the temporary filling of a vacancy for a permanent classified position. Funds provided in the Annual Budget for permanent certificated positions may be with the approval of the Chancellor and Vice Chancellor of Finance and Administration transferred to other certificated positions.
- Section 7      Surpluses existing in appropriations made for permanent positions in the Annual Budget, may be transferred by the Chancellor and the Vice Chancellor of Finance and Administration to the maximum extent feasible, into the Reserve for Contingencies or Unallocated Appropriations prior to June 2006.
- Section 8      Money received as payment for damage to SFCCD automobiles or trucks, or other property, is hereby appropriated to pay the cost of repairing such equipment or property. Any excess funds, and any amount received for damaged equipment which is not to be repaired shall be credited to Miscellaneous Revenues of the General Fund; provided that where the property is damaged during construction and such construction is funded from the Capital Outlay Projects Fund, the excess funds shall be credited to the specific construction project in the Capital Outlay Projects Fund.

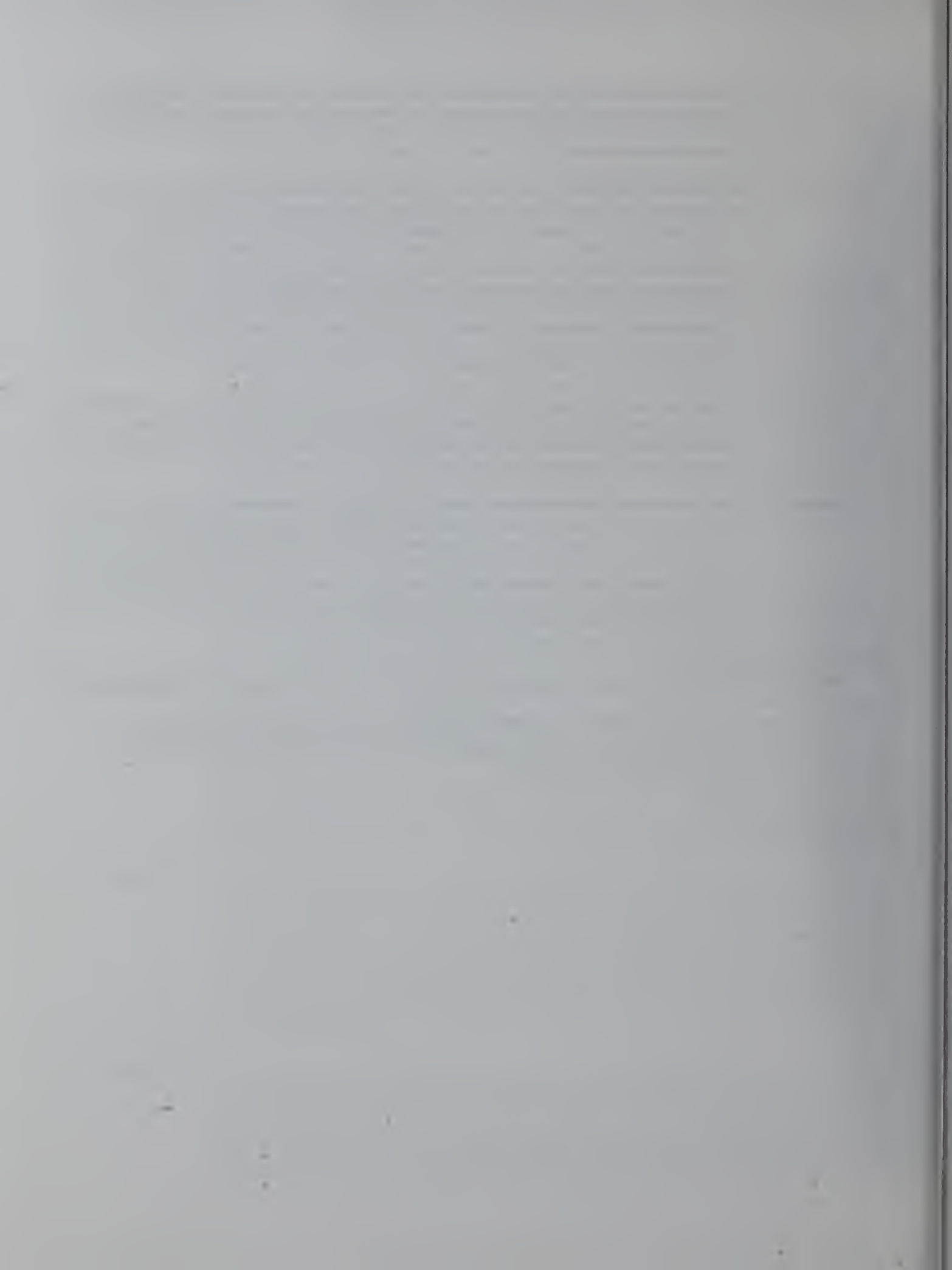
**RECOMMENDATION:**

**RESOLVED:** That authorization is hereby given approving the Preliminary FY 2005-06 Annual Budget, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Recommended for adoption:  
Dr. Philip R. Day, Jr.  
Chancellor







**06/23/05 TABLED UNTIL NEXT BOARD MEETING**

**DATE:** June 23, 2005

**B3**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND**  
Reviewing and entering into the minutes the  
SFCCD Quarterly Financial Status Reports for the  
quarters ended December 31, 2004 and March 31,  
2005.  
(Resolution No. 050623-B3)

**BACKGROUND INFORMATION:**

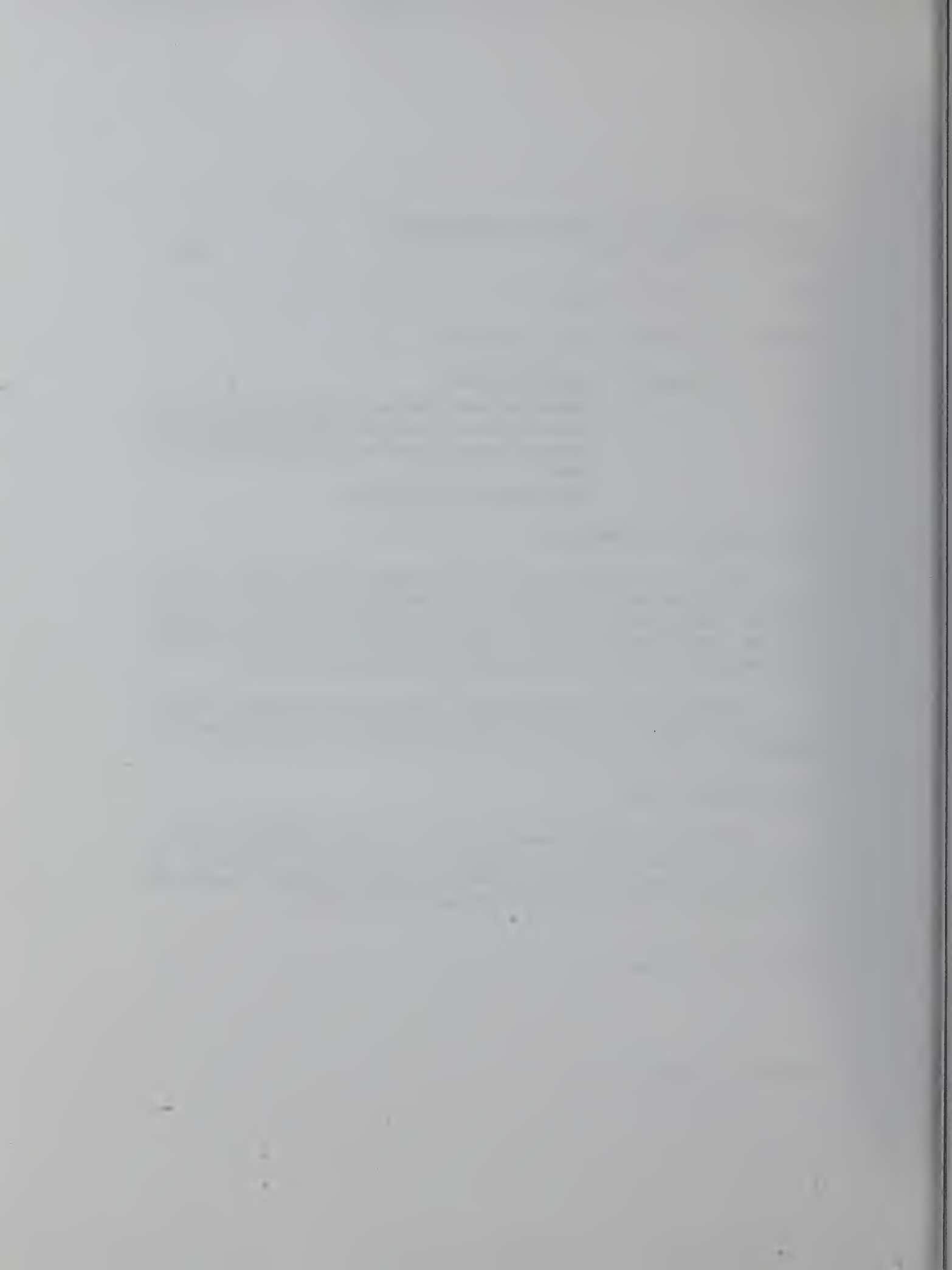
Title 5 of the California Code of Regulations, Section 58310 requires California's Community College Districts to report quarterly on their financial condition. Starting with the quarter ending September 30, 1987 and quarterly thereafter, districts are required to provide to the State Chancellor's office the completed form CCFS-311Q and a copy of the quarterly financial report.

In order to meet the requirement of Title 5 of the California Code of Regulations, Section 58310 the following resolution is recommended for adoption:

**RECOMMENDATION:**

RESOLVED: That pursuant to Title 5 of the California Code of Regulations, Section 58310 the Quarterly Financial Status Reports for the quarters ended December 31, 2004, March 31, 2005 is hereby reviewed and entered into the minutes of the Board of Trustees of the SFCCD

John Bilmont, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** June 23, 2005

**B4**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** GENERAL FUNDS/ ALL FUNDS  
Amending Signatory for District Bank Accounts  
(Resolution No. 050623- B4)

## BACKGROUND INFORMATION:

By Resolution No. 920625-B16 the Board of Trustees on June 25, 1992 authorized contracting with Wells Fargo Bank for banking services covering a four year period beginning August 1, 1992.

Subsequently, by Resolution No. 930722-B1, 940524-B23, 940623-B15 and No. 990930-B4 any of the two of the three following persons were authorized to sign checks, drafts, and other orders on various accounts with Wells Fargo Bank:

Peter Goldstein, Vice Chancellor of Finance and Administration

James Kendrix, Chief Financial Officer

Stephen J. Herman, Director, Administrative Services

Since June of 1994 the District's bank accounts have been reduced from a total of 18 accounts in to five operating accounts 1) Commercial Revolving Fund; 2) Payroll; 3) Tuition; 4) Financial Aid; 5) Bookstore

As a result of the retirement of James Kendrix, Chief Financial Officer on July 29, 2005 it is necessary to remove his name as a signatory with Wells Fargo Bank.

## RECOMMENDATION:

RESOLVED: Effective July 22, 2005 authorization be hereby given to remove the authorization of James Kendrix Chief Financial Officer as a signatory with Wells Fargo Bank; and approve any two (2) of the following persons to sign on behalf of the District checks, or other banking documents to transfer funds within and between District accounts held at Wells Fargo Bank;

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

Peter Goldstein, Vice Chancellor of Finance and Administration  
Stephen J. Herman, Chief Administrative Services Officer  
John Bilmont, Controller

FURTHER BE IT RESOLVED: That the positions of Director of Accounting and Budget and the Sr. Systems Accountant will have the responsibility of day-to-day liaison for activities involving the District's Wells Fargo Bank Accounts, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Operations, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

James Kendrix, Originator



DATE: June 23, 2005

B5

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GENERAL FUND  
Student Financial Aid Programs  
Authorization for appropriating funds for Federal and State financial aid programs.  
(Resolution No. 050523-B5)

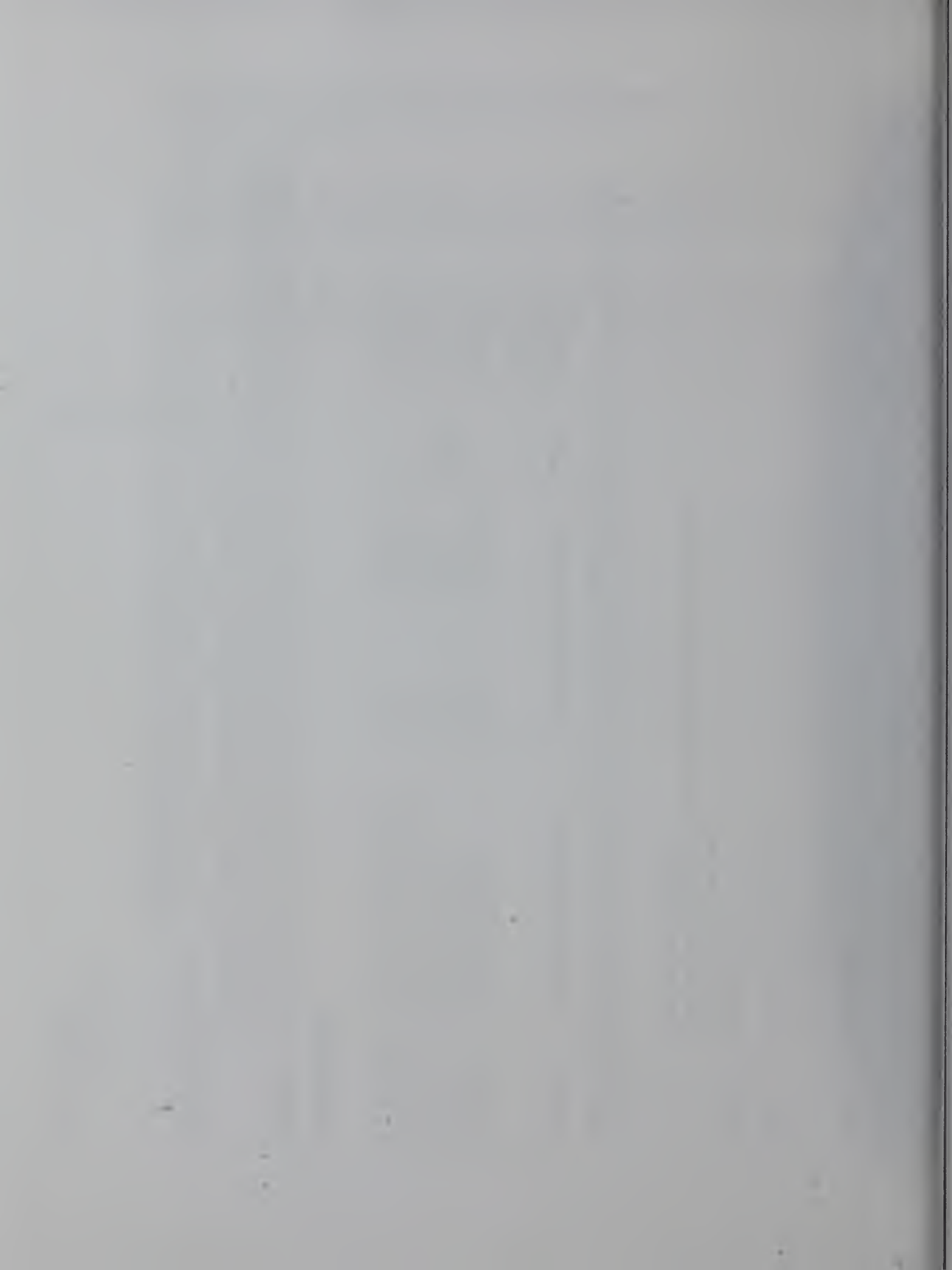
**BACKGROUND INFORMATION:** Each school year, City College of San Francisco receives Federal and State financial aid funds to be disbursed to eligible students. The college is expected to administer the programs and in some instances to provide matching funds.

PROGRAM	GRANTOR / CONTRACTOR	CONTRACT DATE	AMOUNT	MATCH	NEW TOTAL PROGRAM AMOUNT
1. Pell Grant	U.S. Dept. of Education	July 1	\$14,000,000	0	\$14,000,000
2. FSEOG	U.S. Dept. of Education	July 1	\$691,136	\$230,379	\$921,515
3. FWS	U.S. Dept. of Education	July 1	\$564,944	\$188,315	\$753,259
4. CAL Grant	California Student Aid Commission	July 1	\$1,300,000	0	\$1,300,000
5. Stafford Loan	U.S. Dept. of Education/EdFund	July 1	\$5,000,000	0	\$5,000,000

**RECOMMENDATION:**

**RESOLVED:** That the college appropriate \$188,315 (to the Financial Aid account #J4046) to satisfy the required match for the Federal Work Study financial aid program to cover the period of July 1, 2005 through June 30, 2006. The match for the FSEOG program (\$230,379) will be covered by fee waivers, scholarships and grants as allowed by Title IV regulations. With the financial aid programs we are projecting to assist 12,000 needy students finance their education. This represents an increase of 10% over the last fiscal year.

**FURTHER BE IT RESOLVED:** That the Chancellor, and/or his designee, is hereby authorized to execute all documents necessary to record the appropriation and to submit any and all reports to the U.S. Department of Education and the California Student Aid Commission in the administration of said programs.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

## TABLED FROM THE MAY 26, 2005 BOARD MEETING

DATE: June 23, 2005

**B6**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND**

### **Renewal of Special Services Contract**

**With Angus-Hamer Incorporated, at a cost not to exceed \$25,000 for fiscal year 2005-2006**

**(Resolution No. 050623 – B6)**

## **BACKGROUND INFORMATION:**

Angus-Hamer Incorporated has been providing network consulting services for City College since 1996, both in the area of operational technical consulting to the Information Technology Services Department (ITS) on the college's wide area network (WAN) and in designing and managing construction of the college's network infrastructure. The fiber backbone for the Ocean Campus has been completed, with all major buildings connected and all classrooms and offices are wired for voice, data and video. City College's other neighborhood campuses have also been wired for voice, data and video. Out of the prior 1997 Bond, Angus-Hamer provided technical, consulting, and engineering services at the level of \$979,380 (00-01) and \$589,170 (01-02) respectively, in addition to operational consulting services.

The proposed resolution will continue the contract with Angus-Hamer Incorporated to provide on-going operational technical support in the areas of firewall security, as well as troubleshooting all network, server, and network management issues. These security services are critical for ensuring that outside hackers cannot view or manipulate confidential data, and for maximizing the efficiency and effectiveness of the hardware. The ITS department contracts for these services because such expertise is not available within its own resources and is only required periodically. The ITS Department's general fund budget will pay for the cost of the contract for operational support, at a cost not to exceed \$25,000 for the period from July 1, 2005 through June 30, 2006.

### BOARD OF TRUSTEES

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**DR. PHILIP R. DAY, JR., CHANCELLOR**

## SCOPE OF WORK 05-06:

Under the direction of CCSF Information Technology Services Network and Systems Managers, Angus-Hamer staff will provide technical assistance in the UNIX, networking and Wintel server (NT, Windows 2000, Windows 2003) technologies. This assistance is focused on key project areas and system migrations necessary to maintain the uptime, supportability and performance of the CCSF network.

As required, the technical assistance will take place during scheduled onsite visits to CCSF, through remote network connectivity, during telephone/email communication, or as off-site project work. CCSF ITS will identify ITS staff to work with Angus-Hamer technicians in the requirements definition, development and implementation phases of all project work.

As dictated by each specific project, Angus-Hamer will assign staff with the appropriate technical background and experience.

During the delivery of these services, Angus-Hamer consultants will report either to Tim Ryan, ITS Network Manager, or Doug Re, Director ITS, for status updates and direction.

### Objective and Tasks

The key projects are outlined below. Projects are subject to change based on the direction of ITS management.

1. *Firewall/DNS Optimization* - Refine the configuration of the Nokia/Checkpoint firewall  
Tasks:
  - a) Refine the configuration of the Firewall implementation.
  - b) Migrate DNS to selected platform. Retire old DNS server.
  - c) Adjust Webtrends reporting for Firewall activity.
2. *Windows Server/XP Optimization* - Angus-Hamer Networking will provide technical resources in the optimization of the Windows Server/XP network.  
Tasks:
  - a) Review of current Windows server performance. Identification of issues and bottlenecks.
  - b) Configuration tuning.
  - c) Problem resolution
3. *Network Monitoring Tools* - Angus-Hamer will work as directed to configure and customize CCSF-owned network monitoring and management tools.  
Tasks:
  - d) The specific project areas will be identified by CCSF ITS Management. Project areas may include:
    - i. HP OpenView
    - ii. MRTG
    - iii. VOIP performance monitoring tools
    - iv. Toptools
    - v. New applications as purchased.

## YEAR-END REPORT 04-05:

During 2004-2005, Angus-Hamer Networking has worked with City College's Information Technology Services department in assisting with:



- Resolving Active Directory issues involving synchronization of Active Directory server.
- Designing the RFP for pre-qualified Low Voltage cablers.
- Designing the data wiring plan for Mission Campus' new Alabama St. location.
- Designing the wiring plan for several locations on the Ocean Campus.
- Designing the wiring plan for the Gough Street HR remodel.

\*Please note that the Board of Trustees authorized expenditure of up to \$50,000 for fiscal year 04-05, City College only expended \$25,000.

## COMPANY PROFILE:

Angus-Hamer Incorporated is a Northern California based network consulting firm. Angus-Hamer was incorporated in California on January 1, 1996. They specialize in implementing TCP/IP Networks and Internet/Intranet Information Services. Angus-Hamer Networking was started by former Hewlett-Packard Network Consultants and Software Engineers to meet market demand for network integration services. Averaging over 24 successful years of information technology experience, their consultants provide and manage a wide variety of network related services ranging from management consulting, project management, network requirements analysis, design, and detailed implementation services.

Angus-Hamer is organized around and focuses on two separate, but related consulting product lines:

### 1. Network, Systems, and Security Consulting including:

- General Network Operating Systems (Unix, Microsoft, and Novell) Planning, Design, Implementation and Maintenance. Angus-Hamer has Unix, Novell, and Microsoft certified engineers on staff.
- Data Network Security (security auditing, firewalls, intrusion detection, authentication, penetration testing, etc.) planning, design, implementation, and maintenance services.
- Internet Information Services (DNS, E-Mail, WWW, etc.) planning, design, implementation, and maintenance services.
- Data Network Electronics (LAN and WAN) Planning, Design, and Implementation Services.

### 2. Intelligent Building Planning, Design, and Implementation Management Services for Voice, Video, Data Systems, Fire Alarm, Intrusion Detection, and other low voltage communications systems. Angus-Hamer has three Registered Communications Distribution Designers (RCDD) and a National Institute for Certification in Engineering Technologies (NICET) Level 4 Designer on staff.

Angus-Hamer has a diverse customer base and has extensive experience providing network consulting solutions to commercial, government, banking, and educational customers. They have completed many successful consulting projects in the Sacramento Region, the San Francisco Bay Area, and Rural Counties throughout Northern California.

## SHARED GOVERNANCE REVIEW:

Yes \_\_\_\_\_; No   X  ; If yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

**RECOMMENDATION:**

RESOLVED: That authorization is hereby given to contract with Angus-Hamer Incorporated a cost not to exceed \$25,000 for the period from July 1, 2005 through June 30, 2006, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator

Douglas Re, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

## TABLED FROM THE MAY 26, 2005 BOARD MEETING

**DATE:** June 23, 2005

**B7**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND**

**Renewal of Special Services Agreement**

**With SunGard SCT Corporation, at a cost not to exceed \$25,000 for fiscal year 2005-2006 (Resolution No: 050623-B7)**

## **BACKGROUND INFORMATION:**

City College of San Francisco entered into a contract with SunGard SCT Corporation to purchase the Banner administrative software application for finance and human resources in June 1993. By July 1994, the College was in production with the finance module. Subsequently, the financial aid and student modules were purchased. In November 1997, the student module was ready for registering students for Spring 1998. In Fall 1998, the financial aid module came on-line. During July 1999, the last piece of Banner Payroll was fully implemented, thereby reducing the College's annual payment to the City for payroll services by \$500,000 per year. In addition, the College has implemented the Banner "Web For" products. Now all of the College's major administrative systems are on Banner software.

As with all areas of technology, Banner software is being upgraded by SunGard SCT on a regular basis to provide new functionality and to keep technologically current. Securing training services directly from SunGard SCT in the past has enabled the College to progress smoothly through Banner's various iterations. In fact, virtually all colleges that use Banner enter into similar contracts for these critical training services.

Actual approved level of usage for SunGard SCT consulting services totaled \$83,000 during fiscal year 2000-2001, \$88,000 during fiscal year 2001-2002, \$50,000 during fiscal year 2002-2003, \$25,000 during fiscal 2003-2004 and \$25,000 during fiscal year 2004-2005. The ITS Department will use its general fund budget to pay for these services during fiscal year 2005-2006 at a total cost not to exceed \$25,000.

## **BOARD OF TRUSTEES**

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**DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG, ESQ. • VERONICA LAWRENCE, STUDENT TRUSTEE**

**DR. PHILIP R. DAY, JR., CHANCELLOR**

## SCOPE OF WORK 05-06:

Under the direction of City College of San Francisco's Information Technology Services, SunGard SCT will provide technical assistance in Banner and Oracle. This assistance is focused on key project areas and system migrations needed to maintain the uptime and supportability.

As required, the technical assistance will take place during scheduled onsite visits to CCSF, through remote network connectivity, during telephone/email communication, or as off-site project work. CCSF ITS will identify ITS staff to work with SunGard SCT technicians in the requirements definitions, development and implementation phases of all project work.

As dictated by each specific project, SunGard SCT will assign staff with the appropriate technical background and experience.

During the delivery of these services, SunGard SCT consultants will report either to James Hsiao, ITS Administrative Applications Manager, or Doug Re, Director ITS, for status updates and direction.

### Objectives and Tasks

Provide on-call support for technical troubleshooting of Banner problems.

#### Tasks:

- Assist in training users and technical staff of using Banner 7.
- Assist in the troubleshooting of Banner 6 production defects.
- Assist in the configuration and modification of Banner 7.

## YEAR-END REPORT 04-05:

This Year, SunGard SCT services were not required. For prior years, SunGard SCT services were used to assist City College in solving technical problems as well as training and analyzing business practices.

In 05-06, it is anticipated that SunGard SCT will assist City College in the Banner 7 implementation and aiding in fixing some Banner 6 defects.

## COMPANY PROFILE:

SunGard SCT has a claim to leadership that extends for more than 35 years working with higher education institutions to help institutions apply technology to achieve their missions and goals. Since their inception in 1968 SunGard SCT has gone through several transformations, but in recent years they have consolidated their resources to focus solely on education. At the same time, through new development, acquisitions, and partnerships, SunGard SCT has broadened the number and scope of products and services they offer higher education clients.

SunGard SCT's consultants combine their direct backgrounds in higher education with the experience of implementing SunGard SCT solutions in every level of institution to bring their clients guidance in not just solving problems, but helping to advance the levels of information, support and service that the institution provides to students, staff and faculty.



**SHARED GOVERNANCE REVIEW:**

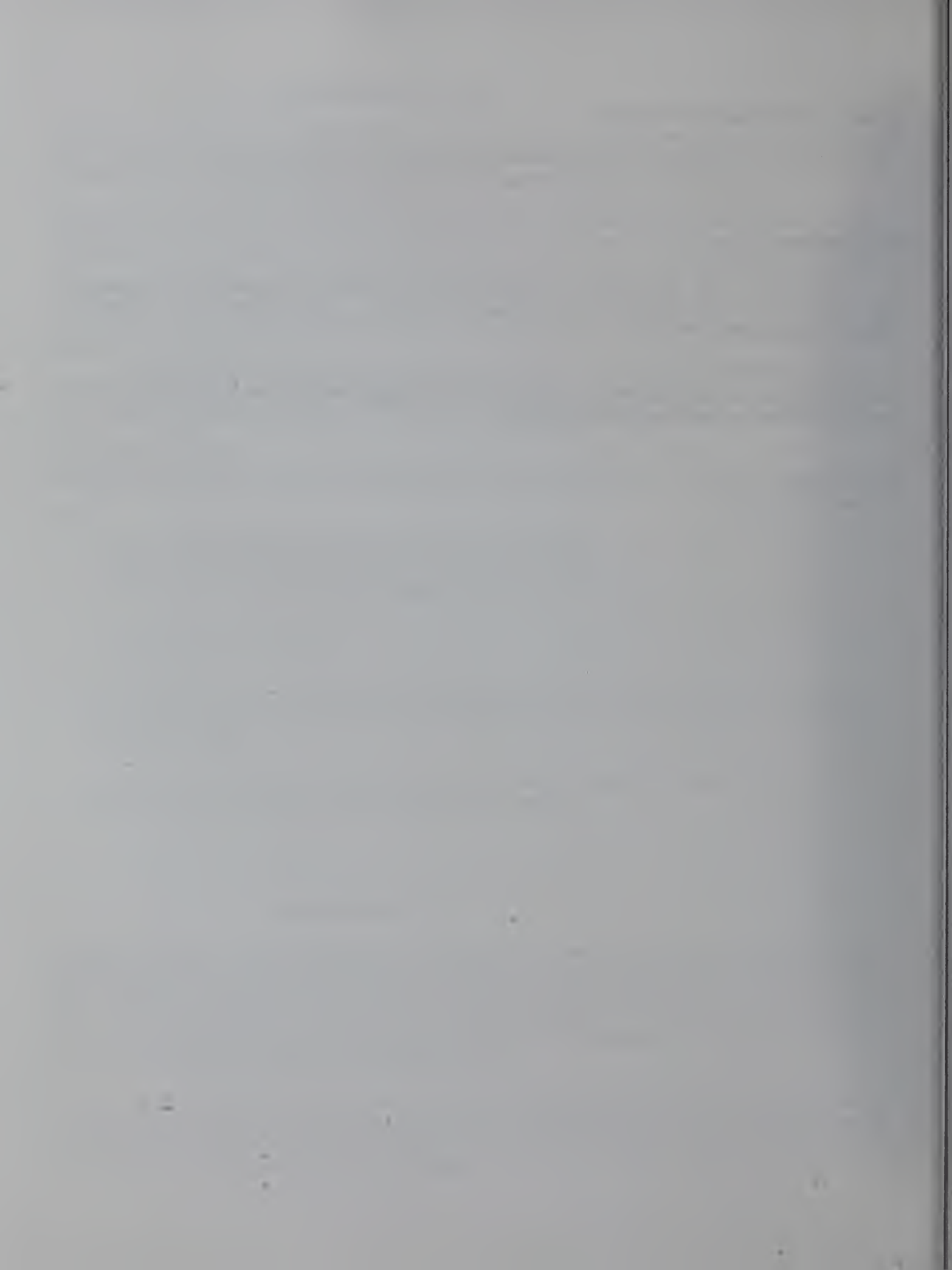
Yes \_\_\_\_\_; No   X  ; If yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to establish a special services agreement with SunGard SCT Corporation for consulting services from July 1, 2005 through June 30, 2006 for a cost not to exceed \$25,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
Douglas Re, Originator





# CITY COLLEGE OF SAN FRANCISCO

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## TABLED FROM THE MAY 26, 2005 BOARD MEETING

**DATE:** June 23, 2005

**B8**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND**

**Renewal of Special Services Contract with Strata Information Group (SIG),  
at a cost not to exceed \$115,000 for fiscal year 2005-2006  
(Resolution No: 050623-B8)**

### **BACKGROUND INFORMATION:**

Strata Information Group (SIG) has been providing critical, specialized technical support services for City College related to the implementation of the SunGard SCT/Banner administrative information systems since June 1996, specifically focusing on the Banner Student and Financial Aid modules. During the 1998-99 fiscal year, SIG provided the technical expertise needed to create a more stable operating environment. During 1999, SIG led the College in a successful migration of the entire Banner system from Release level 2.1 to the Year 2000 compliant Banner release 3.1. During 2000, SIG provided project management and technical leadership to complete the major upgrade to Banner release 4 which uses a "point and click" graphical user interface to simplify use. During 2001, SIG assisted with the implementation of The "Banner Web For" products. "Web For" allows students to apply for admission, register for classes, pay fees and review their academic history via the web as well as allowing administrative personnel to conduct a variety of administrative operations. During 2002, SIG assisted with the migration to Banner 5. In FY2004-2005, SIG provided technical assistance with the migration to Banner 6 as well as providing implementation of Degree Audit and Educational Planning functionality into Banner.

ITS needs to contract with SIG for programming expertise for customizing Banner, and for training ITS staff. Prior expenditures for SIG consulting services totaled \$412,500 during fiscal year 2000-2001, \$386,000 during fiscal year 2001-2002, \$240,000 during fiscal year 2002-2003, \$115,000 during fiscal 2003-2004 and \$195,000 during fiscal 2004-2005. ITS will use its general fund budget to pay for SIG's services during fiscal year 2005-2006 at a total cost not to exceed \$115,000.

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**DR. PHILIP R. DAY, JR., CHANCELLOR**

## **SCOPE OF WORK 05-06:**

Under the direction of City College of San Francisco's Information Technology Services, Strata Information Group will provide technical assistance in Banner and Oracle. This assistance is focused on key project areas and system migrations needed to maintain the uptime and supportability.

As required, the technical assistance will take place during scheduled onsite visits to CCSF, through remote network connectivity, during telephone/email communication, or as off-site project work. CCSF ITS will identify ITS staff to work with SIG technicians in the requirements definitions, development and implementation phases of all project work.

As dictated by each specific project, SIG will assign staff with the appropriate technical background and experience.

During the delivery of these services, SIG consultants will report either to James Hsiao, ITS Administrative Applications Manager, or Doug Re, Director ITS, for status updates and direction.

### Objective and Tasks

Provide technical and management leadership for various high level college-wide administrative and strategic technology projects.

#### Tasks:

1. Assist in Degree Audit:
  - a. Assist in creating rules for Degrees and Certificates for the current year catalog.
2. Assist in Ed Plan:
  - a. Improve Ed Plan in Web.
  - b. Implement new enhancement.
3. Assist in upgrading to SunGard SCT Banner 7:
  - a. Assist with a variety programming tasks to tailor Banner to CCSF requirements.
  - b. Add non-credit registration process to Web For.
  - c. Functional consulting as needed to implement changes in the software.
  - d. Helping Banner 7 implementation (re-apply local modifications, test new functionality, etc.)
4. Assist with Banner Student production issues on Credit Division as well as Non-credit Division.
5. Provide management consulting on technology issues affecting administrative computing.

## **END-END REPORT 04-05:**

During 2004-2005, SIG has worked with City College's Information Technology Services department in assisting with:

### Banner Project Planning/ Problem Resolution

- Attend regular "Banner Manager" meetings and provided consulting/advice in managing and maintaining the Banner application.
- Provided assistance in Banner 6 upgrade project planning.
- Provided assistance in identifying issues dealing with the new in-house created Ed-plan software.

### Banner Programming Assistance

- Assisted in troubleshooting problems with Banner 6 upgrade.



- Modified Student web page to meet CCSF specifications.
- Modified CCSF Banner non-credit attendance application.
- Provided forms and web packages for counselors to use Ed-Plan.

#### Degree Audit

- Assisted CCSF to implement IGETC in Banner CAPP system.
- Provided custom compliance report on web.

#### **COMPANY PROFILE:**

Strata Information Group, Inc. (SIG) is a California corporation based in San Diego and was founded in 1987. SIG's primary objective is to assist colleges and universities in managing information technology to better serve students, faculty and staff.

SIG provides a wide-range of IT services which include providing assistance with the selection and procurement processes for new hardware systems and applications software, offering project management services related to the implementation of administrative applications and instructional technology delivery/support systems used by colleges and universities, developing strategic technology plans and providing outsourced IT management. SIG personnel are experienced professionals who possess unique skills and abilities to serve their clients. The SIG team has been providing quality services to higher education for more than 14 years.

#### **SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_\_; No   X  ; If yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

#### **RECOMMENDATION:**

RESOLVED: That authorization be hereby given to contract with Strata Information Group (SIG) to provide technical consulting to the programming unit of the ITS Department for period from July 1, 2005 through June 30, 2006 for a total contract cost not to exceed \$ 115,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator  
Douglas Re, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

## TABLED FROM THE MAY 26, 2005 BOARD MEETING

DATE: June 23, 2005

B9

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GENERAL FUND

Approval of Special Personnel Services with Development Institute  
(Resolution No. 050623-B9)

NOTE: FY 2006 Contract not to exceed authorization \$225,000

### BACKGROUND INFORMATION:

Development Institute, Inc. (DI) has been providing special services to the Chancellor and to various units of the City College of San Francisco since September 1998. In particular, the work of the principals of DI has been directed over the past seven years to some of the most critical areas of college development, of which the following key projects are examples: guidance for the development and implementation of the integrated planning and budgeting system, the development of the institutional indicators assessment process, and the updated strategic plan process; guidance, planning, and coordinating of multiple projects in Information Technology Services including the Campus Wide Network Infrastructure Project and other initiatives undertaken in ITS; the design and development of the enhanced self-study process as a joint venture between the Academic Senate and the Planning and Budgeting Council; support for the design and development of the 2006 self-study process for re-accreditation; the assessment of almost every major division and functional unit within the reorganized area of Student Development, including financial aid, counseling, testing/placement, etc, and leading to the development of initiatives for improvement and enhancement; active engagement in developing successful proposals for funding and aggressive identification of areas for cost savings and improved productivity; support for special assignments from the Chancellor and the Chancellor's Office; and working closely with staff members to develop their professional capacities to manage new initiatives.

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DR. PHILIP R. DAY, JR., CHANCELLOR

## **RATIONALE:**

The Chancellor of City College, over many years as a chief executive officer, has relied upon the resources of DI, delegating major assignments to its two principals. At City College, this work is mission-critical for the management, growth, development, effectiveness and efficiency of the institution. The services of DI to the Chancellor are tied to the managerial and workload requirements which the institution demands of the Chancellor's office and which can best be met by supplementation of high-level managerial capability. Given the relevancy and relationship of the support and technical planning provided by DI for the Technology Project of the Bond (see work scope summary), an appropriate share of the costs (25%) of the DI contract will be offset by Bond funds providing a savings in the FY 2004 and 2005 operational budget. The Chancellor has chosen through this supplementation to achieve developmental and performance improvement for the institution despite the scarcity of administrative personnel and without adding new senior-level positions in mission-critical areas. The "return" to the college from this approach is the amount of work done and its impact on effectiveness and efficiency relative to alternative means of providing such services. This service consistently produces superior, reliable results in performance of the work scope and the deliverables, including both results achieved and respect and trust earned for work performed under contract to the college.

## **WORK SCOPE SUMMARY:**

The scope of work for the contract with DI will embrace services in several critical areas. The areas of responsibility are briefly summarized here:

- Providing strategic management for the technology effort at CCSF, including technology planning and development in all functional areas; the restructuring and modification of ITS policies and procedures; re-engineering and re-organization; planning and monitoring special initiatives (student development initiatives, web-site, privacy, and intellectual property); coordinating activities with technology governance groups (e.g. ITPC); and reviewing and negotiating contracts, as appropriate; ensuring the currency and success of an overall enterprise involving \$14 million of the annual operating budget and \$30 million of capital investment;
- Providing support and facilitation for purposes of continuing the planning and management process for current and planned bond projects in technology;
- Providing support oversight and facilitation for the college's re-engineering project in selected areas of Admissions/Records and Finance/Administration;
- Providing support for work processes improvements to achieve cost-effectiveness and efficiency in selected areas of the college, including undertaking a savings assessment effort;
- Providing support for fiscal affairs, including the audit preparation process; the use of Banner for fiscal budgeting, reporting, and management; and the transition in the position of Chief Financial Officer;
- Providing support and project leadership to the acting Vice Chancellor of Student Development (Dr. Don Griffin) to continue the development, renewal, and realignment of priorities and structures to improve the entire range of student services;
- Providing support for Student Development leadership team in a transitional year;
- Providing support for the implementation of student support services in the area of basic skills;



- Providing coordination and support for the WASC self-study process, to be completed in 2006; and
- Continuing to provide support for a variety of special assignments upon request by and under the direct supervision of the Chancellor.

A detailed scope of work and contract will be prepared for 2005-2006 upon approval of the authorizing resolution by the Board of Trustees.

## **CORPORATE PROFILE:**

DI was established in 1980 primarily as a firm providing managerial consulting for institutions of higher education, including all areas of management – executive management, governance, academic and student development, technology, and institutional advancement. This firm has provided consulting services and offered seminars to more than 150 institutions. The co-founders, Dr. Denton Crews and Dr. Katherine German, have dedicated their careers to the mission of higher education. Prior to co-founding Development Institute, Dr. Crews was Dean and Professor of Management, Graduate School of Management, Lesley University, in Cambridge, Massachusetts. He began his career in 1959 on the faculty of the University of Maryland and subsequently served as field-work supervisor at Harvard Divinity School, executive director for a community action agency in Massachusetts, assistant to a community college president, and administrative assistant to a U.S. Congressman. He holds the bachelor's degree from Lipscomb University, the master's degree from the University of Maryland, and the doctorate from the University of Massachusetts. Dr. German has over thirty years of experience as an educator and management consultant. Her immediate former position was Vice President for Academic Affairs at Endicott College. Previously, she held the position of Assistant Dean for Academic Affairs at North Shore Community College, located in Beverly, Massachusetts, where she also served as Professor of English, Division Chairperson, and Director of the Developmental Education Center. She has also taught English at the undergraduate and graduate levels. Her degrees include: Ph.D., University of Illinois; C.A.S., Harvard University; M.Ed., Bowling Green State University; and B.A., Pennsylvania State University.

## **REVIEW OF WORK IN 2004-2005:**

The activities listed below represent a distillation of the major work performed during the past year as outlined in the scope of work and do not represent all the assignments and tasks actually undertaken. Many of these projected activities comprised tasks and subtasks which were too numerous for inclusion, and the special requests made of the consultants for written research or writing were not incorporated into this report.

### **1. Support for *technology and telecommunications systems* development**

- Development of resolutions and materials for the Board of Trustees
- Supported the Board of Trustees' Technology Committee chairperson and meetings preparation and implementation
- Supported the shared-governance Information Technology Policy Council chairperson and meetings preparation and implementation
- Assisted in technology leadership meetings for developing technology plans, project planning, and project monitoring
- Assisted in defining and organizing of plans for student development initiatives in SCT-Banner system and related applications
- Reviewing and planning of changes in organization of ITS staffing and contractual support

- Supported the planning of bond-funded projects, allocation of resources, monitoring of progress, and reporting
  - Developed plans for initial integration of technology resources currently dispersed throughout the college
  - Assisted in management of unexpected issues (e.g. GroupWise email issue)
2. Implementation of *re-engineering projects* for business practices in student development and finance/administration areas
- Development of priorities and process for execution in modifying and improving business practices
  - Implementation of re-engineering priorities in student development working with task forces in areas of credit-related and non-credit related student service operations
  - Organizing of groups and supporting the implementation of selected priorities
  - Development of a process for utilizing the Banner program as the basis for re-examining business practices and use of technology
3. Assistance in development of *alternative funding opportunities* for the college
- Assistance in development of improvements for grants accounting and coordination processes
  - Assistance in development of proposals and funding strategies for the Congressional Earmark initiatives
4. Implementation of the *Enhanced Self-Study (ESS)* process.
- Supported the implementation process for the 19 approved recommendations in conjunction with the faculty and staff working to increase student success.
  - Monitored the review of the 12 additional recommendations continuing through the approval process in conjunction with members of the Shared Governance System.
  - Prepared reports on the project and the status of ESS recommendations and promulgated direct linkages between the ESS and the 2006 Self-Study, focusing directly on Standard IIB: Student Support Services and Theme Three: Dialogue.
5. Support for the Vice Chancellor of *Student Development* in the implementation of planning and enhancement activities for all major components of the Student Development Division.
- Facilitated the continuing implementation and evaluation of the divisional reorganization under the direction of the Vice Chancellor through surveys and focus groups, highlighting a plethora of improvements for students, counseling faculty, and staff, as well as the need to focus on campus counseling and the interdepartmental interfaces over the next year.
  - Assisted in improving procedures for the coordination and management of the Student Development Division with a particular focus on Educational Planning and Student Support Services in collaboration with the Vice Chancellor.
  - Identified critical issues in Student Development with a particular emphasis on technological developments and the A&R Re-engineering project for resolution and follow-up with recommendations in collaboration with the Vice Chancellor.
  - Facilitated the design and implementation of professional development programs relative to student learning outcomes, Divisional services featured in the Student Services Fair, Divisional advancements featured in the Student Services Showcase, and the Divisional role in the WASC Self-Study process while also supporting continued training within and across the departments and programs of Student Support Services.
  - Provided leadership for the development of the Student Support Services unit, chairing regular meetings of the Student Development Chairs and Directors and supporting their work within the departments and programs.

- Continued to seek external funding to support the growth and development of the Division, generating applications to the Fund for Postsecondary Education and the San Francisco Foundation.

6. Implementation of the *student success program* in the Student Development Division.

- Reviewed institutional reports and plans addressing issues relative to student achievement, persistence, and completion with a particular focus on the basic skills and at-risk students.
- Supported the identification of major areas for improvement within the educational program, particularly as related to the needs of underprepared and at-risk students, in conjunction with the Student Support Services Chairs and Directors.
- Provided individual technical assistance to Student Support Services Chairs and Directors in the redesign and restructuring of selected components of the educational program to ensure quality improvement.
- Monitored, supported, and assessed the progress and impact of the City College Title III project, meeting with the Title III leadership team on a regular basis, assisting with the implementation process, and providing linkages among organizational initiatives and the project to maximize impact.
- Prepared composite reports on Divisional initiatives related to student success for inclusion in the 2006 self-study process.

7. Support and execution for *special assignments*

- Review and response to audit report for accounting/finance and technology
- Support for the management and coordination of the numerous activities for the National Articulation and Transfer Network
- Assistance in numerous writing projects, as directed by the Chancellor (e.g. reports, assessments, communications, etc.)

**RECOMMENDATION:**

RESOLVED: That the Chancellor, Vice Chancellor for Finance and Operations, and/or their designee are hereby authorized to contract with Development Institute, Inc., to provide consultation and special services to be defined by formal work scope for a period from July 1, 2005, through June 30, 2006, at a total contract cost not to exceed \$225,000, renewable for one additional year.

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Dr. Philip R. Day, Jr., Originator







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 23, 2005

**B10**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: GENERAL FUND**

**Authorization to enter into a Memorandum of Understanding with  
"The Energy Coalition" for the purpose of reducing the College's  
electrical energy consumption  
(Resolution No. 050623-B10)**

## **BACKGROUND INFORMATION:**

The College has been invited to participate in an initiative between Pacific Gas and Electric (P G & E) and a group of major San Francisco business and civic leaders via a non-profit company known as "The Energy Coalition", whose goal is to reduce consumption of electrical energy. The Energy Coalition will provide the technical expertise needed to identify energy savings at no cost to the College (A hard copy of the MOU is located in the Chancellor's office for review [50 Phelan Avenue, E-200, SF, CA 94112]). If the College is able to achieve the savings it commits to for this demonstration project, the College will receive incentive payments at the rate of \$50 per kilowatt hour. If the College cannot achieve these reductions there will be no financial penalty. The Demonstration Period ends on December 31, 2005.

## **RECOMMENDATION:**

**RESOLVED:** That authorization is hereby given to enter into a Memorandum of Understanding with "The Energy Coalition" for the purpose of reducing the College's electrical energy consumption

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator

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# CITY COLLEGE OF SAN FRANCISCO

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**AMENDED 06/20/05**

**DATE:** June 23, 2005

**B11**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**

**Authorization to Award Phase 1 Sub-Contracts to Hunt Construction Group for the Student Health Center Project at a Cost Not to Exceed \$1,270,678.**

**(Resolution No. 050623-B11)**

## **BACKGROUND INFORMATION:**

The Student Health Center is a new 21,000 square foot, two story building consisting of a clinic on the first floor and general classrooms on the second floor. This project includes concrete grade beam/footing, slab on grade, concrete topping slabs, steel frame and deck, interior partitions, metal panel and CMU exterior skin, elevators, built up roofing, and all associated hardscape and landscape. This project is funded with 2001 Proposition A General Obligation Bond funds.

The Board of Trustees, on April 28, 2004 (Resolution 040428-B6), authorized the District to enter into a Construction Manager at Risk contract with Hunt Construction Group for the Wellness Center Building, Student Health Center Building and Child Development Center Building Projects. The resolution allowed for the scope of actual construction work for each sub-contractor to be competitively bid and added to the CM at Risk contract.

Pursuant to Public Contract Code competitive bidding requirements, on May 25, 2005, the District began legal advertisement for the Student Health Center Project. At the June 20, 2005 bid opening, a total of six (6) bids were received. Of the total bids submitted, four (4) bids were deemed responsive. From this competitive bid process, staff is recommending contract award to the following lowest responsible bidders:

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**DR. PHILIP R. DAY, JR., CHANCELLOR**

Bid Package	Description	Sub-Contractor	Amount	SBE
1	Demolition/Mass Excavation	Interstate Grading & Paving, Inc.	\$145,600.00	No
2	Site Utilities	A&B Construction, Inc.	\$142,000.00	Yes
3	Cast in Place Concrete/Reinforcing	None	0	
4	Structural Steel/Deck	Kwan Wo Ironworks, Inc.	\$983,078.00	Yes

Staff has verified appropriate licenses to perform the work and compliance with all other requirements to contract with these firms, per the public contract code. The contractors will submit the required performance and payment bonds after the Board authorizes contract award.

#### **SMALL BUSINESS ENTERPRISE (SBE) PARTICIPATION:**

This solicitation included a 25% SBE subcontracting goal. The recommended contractors commit to minimum SBE subcontracting participation of 25% throughout the life of the contract, including any additive alternates and change orders, per the Board's SBE policy. Note that 88.5% of the first sub-contractor bid package goes to SBE firms.

#### **SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_; No X; if yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

#### **RECOMMENDATION:**

**RESOLVED:** That authorization be hereby given to award Phase 1 sub-contracts to Hunt Construction Group for the Student Health Center Project, to be completed on or before June 30, 2006 at a cost of not to exceed \$1,270,678.

**FURTHER BE IT RESOLVED:** That the goal of the Facilities Planning & Construction Office is to complete this project on schedule and at the lowest possible cost to the District, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor for Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659, provided that such changes total no more than 10% of the original construction contract. Such changes may therefore add to, or deduct from the contract amount, \$127,067.80, and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor for Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.



Peter Goldstein, originator  
w/ James Blomquist





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 23, 2005

**B12**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** CAPITAL OUTLAY

Authorization to Award a Contract for Student Health Center Special  
Testing & Material Inspection Services to Smith Emery Company -  
Total Cost Not to Exceed \$121,300  
(Resolution No. 050623-B12)

## BACKGROUND INFORMATION:

The Division of the State Architect (DSA) mandates that the District hire a Special Testing and Material Inspection Services firm.

The District used a comprehensive outreach effort to encourage prospective firms to respond to the "Request for Qualifications" for the Special Testing and Material Inspection Services for renovations, new construction and scheduled maintenance. As a result of the prequalification, several firms were found qualified to provide these services. Project specific proposals were requested from three firms for the Student Health Center. Smith-Emery Company submitted the lowest qualifying bid.

This contract will be funded by 2001 Proposition A – Local General Obligation Bond.

Through an outreach effort by staff and the District's SLBE consultant, Mason Tillman Associates, SLBE firms were encouraged to respond to the RFQ as prime consultants. Non-SLBE firms were encouraged to joint venture with SLBE firms.

Ten (10) firms requested the RFQ package and seven (7) firms responded to the RFQ solicitation. Two (2) of the firms were certified by the Human Rights Commission as SLBE's. Mason Tillman Associates Ltd. evaluated the proposals for SLBE goal attainment and to assign SLBE evaluation credits. Reference checks were conducted. The firms were then ranked based upon their cumulative scores. SLBE firms were granted a 10 percent evaluation credit and non-SLBE firms who met the subcontracting goals were granted a 5 percent evaluation credit. Firms recommended for contract award, their overall ranking and SLBE status is as follows:

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DR. PHILIP R. DAY, JR., CHANCELLOR

Ranking	Name of Firm	SLBE Status
1	Smith-Emery Company	Non-SLBE
2	ENGEO, Inc.	Non-SLBE
3	Inspection Services, Inc.	Non-SLBE
4	Construction Testing Services	Non-SLBE
5	Coverall Engineering Laboratories	SLBE

While Smith Emery Company is selected for this project, it is expected that all the above firms will be eventually assigned to a bond project.

#### SHARED GOVERNANCE REVIEW:

Yes \_\_\_\_; No  X ; if yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

#### RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Smith Emery Company to provide Special Testing and Material Inspection for the Student Health Center for a total contract cost not to exceed \$121,300 for the period July 1, 2005 through May 30, 2006, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist





# CITY COLLEGE OF SAN FRANCISCO

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DATE: June 23, 2005  
TO: Board of Trustees  
FROM: Dr. Philip R. Day, Jr., Chancellor

**B13**

**Subject: Capital Outlay  
Authorization to Award a Contract for New Mission Campus Special  
Testing & Material Inspection Services to Coverall Engineering  
Laboratories - Total Cost Not to Exceed \$350,000  
(Resolution No. 050623-B13)**

## BACKGROUND INFORMATION:

The Division of the State Architect (DSA) mandates that the District hire a Special Testing and Material Inspection Services firm.

The District used a comprehensive outreach effort to encourage prospective firms to respond to the "Request for Qualifications" for the Special Testing & Material Inspection Services for renovations, new construction and scheduled maintenance. As a result of the pre-qualification, several firms were found qualified to provide these services. Project specific proposals were requested from three pre-qualified firms for the New Mission Campus. Coverall Engineering Laboratories submitted the lowest qualifying bid.

This contract will be funded by 2001 Proposition A – Local General Obligation Bond and State funds.

Through an outreach effort by staff and the District's SLBE consultant, Mason Tillman Associates, SLBE firms were encouraged to respond to the RFQ as prime consultants. Non-SLBE firms were encouraged to joint venture with SLBE firms.

Ten (10) firms requested the RFQ package and seven (7) firms responded to the RFQ solicitation. Two (2) of the firms were certified by the Human Rights Commission as SLBE's. Mason Tillman Associates Ltd. evaluated the proposals for SLBE goal attainment and to assign SLBE evaluation credits. Reference checks were conducted. The firms were then ranked based upon their cumulative scores. SLBE firms were granted a 10 percent evaluation credit and non-SLBE firms who met the subcontracting goals were granted a 5 percent evaluation credit. Firms recommended for contract award, their overall ranking and SLBE status is as follows:

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

Ranking	Name of Firm	SLBE Status
1	Smith-Emery Company	Non-SLBE
2	ENGEO, Inc.	Non-SLBE
3	Inspection Services, Inc.	Non-SLBE
4	Construction Testing Services	Non-SLBE
5	Coverall Engineering Laboratories	SLBE

While Coverall Engineering Laboratories is selected for this project, it is expected that all the above firms will be eventually assigned to a bond project.

#### SHARED GOVERNANCE REVIEW:

Yes \_\_\_\_; No  X ; if yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

#### RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Coverall Engineering Laboratories to provide Special Testing and Material Inspection for the New Mission Campus for a total contract cost not to exceed \$350,000 for the period July 1, 2005 through November 30, 2007, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist



# CITY COLLEGE OF SAN FRANCISCO

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**DATE:** June 23, 2005

**B14**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject:** CAPITAL OUTLAY

**Authorization to Award a Contract for Certified Inspection Services to William M. Koenig Consulting & Inspection Services – Student Health Center Inspection Services Total Cost Not to Exceed \$170,280 (Resolution No. 050623-B14)**

## BACKGROUND INFORMATION:

Division of the State Architect (DSA) certified inspectors are required to provide quality control services for all District projects. The contract documents for the Student Health Center Project have been approved by the Division of the State Architect (DSA) and staff is preparing for the construction phase of the project.

The District used a comprehensive outreach effort to encourage prospective DSA-certified inspection firms to respond to the "Request for Qualifications" for inspection Services. Through the outreach effort by staff and the District's SLBE consultant, Mason Tillman Associates, SLBE firms were encouraged to respond to the RFQ as prime consultants. Non-SLBE firms were encouraged to joint venture with SLBE firms. Mason Tillman Associates Ltd. evaluated the proposals for SLBE goal attainment. Reference checks were conducted by Mason Tillman Associates.

Six firms pre-qualified and it is anticipated that all six will provide services on various projects. Those firms were solicited to provide project specific proposals for the Student Health Center. William M. Koenig Consulting & Inspection Services, an SBE firm, submitted the lowest qualifying bid.

It is critical that inspection services start immediately to avoid any further project delays. This contract will be funded by 2001 Proposition A – Local General Obligation Bond.

District staff is actively seeking to hire inspectors to work directly for the District as a way to mitigate the high cost for inspection services. If this search effort is successful, it may be possible to accomplish inspection services for less than what this resolution authorizes.

## BOARD OF TRUSTEES

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**DR. PHILIP R. DAY, JR., CHANCELLOR**

**SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_; No  X ; if yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

*(A negative response indicates that a review is not necessary)*

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to contract with William M. Koenig Consulting & Inspection Services to provide DSA-inspection services to the District for the Student Health Center for a total cost not to exceed \$170,280 for the period July 1, 2005 through November 30, 2007, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 23, 2005

B15

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: CAPITAL OUTLAY

Authorization to Award Contract to Double Day Office Services to  
Provide Relocation Services for the Mission Campus and Downtown  
High School at a Cost Not to Exceed \$140,000  
(Resolution No. 050623-B15)

## BACKGROUND INFORMATION:

This project consists of the relocation of furniture, fixtures and equipment from the Mission Campus and the Downtown High School at 106 Bartlett Street to accommodate the Mission Campus building renovation. This project is funded with 2001 Proposition A General Obligation Bond funds.

District staff contacted relocation specialists and invited them to submit bids. Companies interested in submitting bids thoroughly walked through the Mission Campus and Downtown High School with staff to completely understand the project and the complicated move including the rigging of sensitive print shop equipment. Three (3) companies submitted bids. The bids were reviewed and references were checked. District staff is recommending contract award to Double Day Office Services for providing the lowest bid. The company meets all the criteria necessary to provide an efficient move within the District's established schedule. Double Day Office Services is a SBE certified with the California Department of General Services, Office of Small Business.

## SHARED GOVERNANCE REVIEW:

Yes ☐; No ☒; if yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

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DR. PHILIP R. DAY, JR., CHANCELLOR

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to contract with Double Day Office Services to provide relocation services for the Mission Campus and Downtown High School at a cost of not to exceed \$140,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor for Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 23, 2005 B16

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: CAPITAL OUTLAY  
Authorization to Award Construction Contract to Hoi's Construction, Inc. for the John Adams Campus Classrooms Remodel Project at a Cost Not to Exceed \$190,500  
(Resolution No. 050623-B16)

## BACKGROUND INFORMATION:

This project includes renovation to six classrooms with a combined area of approximately 4,500 square feet. Categories of construction include doors, carpet, partitions, plaster ceiling repair, lighting, painting, electrical, telecom, demolition, and wood trim. This project is funded with 2001 Proposition A General Obligation Bond funds.

Pursuant to Public Contract Code competitive bidding requirements, on May 24, 2005, the District began legal advertisement for the John Adams Campus Rooms Remodel Project. At the June 7, 2005 bid opening, one (1) bid was received and deemed responsive. From this competitive bid process, staff is recommending contract award to the lowest responsible bidder, Hoi's Construction, Inc., an SBE. Staff has verified appropriate licenses to perform the work and compliance with all other requirements to contract with this firm, per the public contract code. The contractor will submit the required performance and payment bonds after the Board authorizes contract award.

## SHARED GOVERNANCE REVIEW:

Yes \_\_\_; No \_\_X\_\_; if yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

## RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Hoi's Construction, Inc. for the John Adams Campus Rooms Remodel Project, to be completed on or before August 15, 2005 at a cost of not to exceed \$190,500.

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

FURTHER BE IT RESOLVED: That the goal of the Facilities Planning & Construction Office is to complete this project on schedule and at the lowest possible cost to the District, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor for Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659, provided that such changes total no more than 10% of the original construction contract. Such changes may therefore add to, or deduct from the contract amount, \$19,050, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor for Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 23, 2005

**B17**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award Contract for Site Preparation to NTK Construction, Inc. for the Ocean Avenue Campus Temporary Classrooms Project at a Cost Not to Exceed \$603,400 (Resolution No. 050623-B17)**

## **BACKGROUND INFORMATION:**

The Board of Trustees, on April 28, 2005 (Resolution No. 050428-W1), authorized the District to purchase temporary modular classroom buildings for the Ocean Avenue Campus to be located at the site of the recently purchased Moggia Nursery property. This resolution authorizes the preparation of the site. This project includes site grading and drainage, site utilities, wood deck with concrete footings, concrete and asphalt paving, signage, metal handrails, fire alarm system, property line fencing, utility connection to modular buildings, and coordination of installation of eight modular buildings. This project is funded with 2001 Proposition A General Obligation Bond funds.

Pursuant to Public Contract Code competitive bidding requirements, on May 20, 2005, the District began legal advertisement for the Ocean Avenue Campus Havelock Bungalows Project. At the June 8, 2005 bid opening, a total of three (3) bids were received. Of the total bids submitted, three (3) bids were deemed responsive. From this competitive bid process, staff is recommending contract award to the lowest responsible bidder, NTK Construction, Inc. Staff has verified appropriate licenses to perform the work and compliance with all other requirements to contract with this firm, per the Public Contract Code. The contractor will submit the required performance and payment bonds after the Board authorizes contract award.

## **SMALL BUSINESS ENTERPRISE (SBE) PARTICIPATION:**

This solicitation included a 25% SBE subcontracting goal. The recommended contractor commits to minimum SBE subcontracting participation of 25% throughout the life of the contract, including any additive alternates and change orders, per the Board's SBE policy.

### **BOARD OF TRUSTEES**

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**DR. PHILIP R. DAY, JR., CHANCELLOR**

**SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_; No X; if yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to contract with NTK Construction, Inc. for the Ocean Avenue Campus Temporary Classrooms Project, to be completed on or before September 5, 2005 at a cost of not to exceed \$603,400.

FURTHER BE IT RESOLVED: That the goal of the Facilities Planning & Construction Office is to complete this project on schedule and at the lowest possible cost to the District, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor for Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659, provided that such changes total no more than 10% of the original construction contract. Such changes may therefore add to, or deduct from the contract amount, \$60,340, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor for Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist



# CITY COLLEGE OF SAN FRANCISCO

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**AMENDED 06/20/05**

**DATE:** June 23, 2005

**B18**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**  
**Authorization to Award a Construction Contract to Joe Wang**  
**Flooring for the John Adams Campus Gymnasium Flooring Project**  
**at a Cost Not to Exceed \$99,000**  
**(Resolution No. 050623-B18)**

## **BACKGROUND INFORMATION:**

This project includes installation of new hardwood flooring and sound isolation material in Gymnasium Room No. 203 for a complete gymnasium hardwood flooring system per specifications. Installation of work shall be performed so as to maintain Gymnasium accessibility per code, and all equipment including (but not necessarily limited to) thresholds and other material shall be considered as included in cost. Scope includes provision and installation of all necessary material. Scope shall also include all basketball and volleyball game-line painting, painting for decorative CCSF emblem at mid-court, and provision and installation of equipment for the floor to receive volleyball standards. This project is funded with 2001 Proposition A General Obligation Bond funds.

Pursuant to Public Contract Code competitive bidding requirements, on June 1, 2005, the District began legal advertisement for the John Adams Campus Gymnasium Flooring Project. At the June 15, 2005 bid opening, a total of two (2) bids were received. Of the total bids submitted, one (1) bid was deemed responsive. From this competitive bid process, staff is recommending contract award to the lowest responsible bidder, Joe Wang Flooring, an SBE firm. Staff has verified appropriate licenses to perform the work and compliance with all other requirements to contract with this firm, per the public contract code. The contractor will submit the required performance and payment bonds after the Board authorizes contract award.

## **SMALL BUSINESS ENTERPRISE (SBE) PARTICIPATION:**

This solicitation included a 25% SBE subcontracting goal. The recommended contractor commits to minimum SBE subcontracting participation of 25% throughout the life of the contract, including any additive alternates and change orders, per the Board's SBE policy.

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**DR. PHILIP R. DAY, JR., CHANCELLOR**

**SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_; No \_\_X\_\_; if yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to contract with Joe Wang Flooring for the John Adams Campus Gymnasium Flooring Project, to be completed on or before August 15, 2005 at a cost of not to exceed \$99,000.

FURTHER BE IT RESOLVED: That the goal of the Facilities Planning & Construction Office is to complete this project on schedule and at the lowest possible cost to the District, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor for Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659, provided that such changes total no more than 10% of the original construction contract. Such changes may therefore add to, or deduct from the contract amount, \$9,900, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor for Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 23, 2005

**B19**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**Subject: CAPITAL OUTLAY**

**Authorization to Award a Contract for Certified Inspection Services  
to Eagle Enterprises – Health & Wellness Center Inspection Services  
Total Cost Not to Exceed \$436,965  
(Resolution No. 050623-B19)**

## BACKGROUND INFORMATION:

Division of the State Architect (DSA) certified inspectors are required to provide quality control services for all District projects. The contract documents for the Health & Wellness Center Project have been approved by the Division of the State Architect (DSA) and staff is preparing for the construction phase of the project.

The District used a comprehensive outreach effort to encourage prospective DSA-certified inspection firms to respond to the "Request for Qualifications" for inspection services. Through the outreach effort by staff and the District's SLBE consultant, Mason Tillman Associates, SLBE firms were encouraged to respond to the RFQ as prime consultants. Non-SLBE firms were encouraged to joint venture with SLBE firms. Mason Tillman Associates Ltd. evaluated the proposals for SLBE goal attainment and assigned a 10% SLBE evaluation credit. Reference checks were conducted by Mason Tillman Associates.

Six firms pre-qualified and it is anticipated that all six will provide services on various projects. DSA will require a team of three individual inspectors. Eagle Enterprises has sufficient capacity to provide this level of service and submitted the lowest cost proposal. District staff, the project's architects and structural engineers and the Construction Manager recommend award to Eagle Enterprises.

It is critical that inspection services start immediately to avoid project delays. This contract will be funded by 2001 Proposition A – Local General Obligation Bond. District staff is actively seeking to hire inspectors to work directly for the District as a way to mitigate the high cost for inspection services. If this search effort is successful, it may be possible to accomplish inspection services for less than what this resolution authorizes.

## BOARD OF TRUSTEES

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**DR. PHILIP R. DAY, JR., CHANCELLOR**

**SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_; No  X ; if yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

*(A negative response indicates that a review is not necessary)*

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to contract with Eagle Enterprises to provide DSA-inspection services to the District for the Health & Wellness Center for a total cost not to exceed \$436,965 for the period July 1, 2005 through November 30, 2007, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator  
w/ James Blomquist



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 23, 2005

**B20**

TO: Board of Trustees

FROM: Dr. Phillip R. Day, Jr., Chancellor

SUBJECT: **CONTRACT/GRANT**

**Authorization to accept and appropriate  
Educational cable access funds  
(Resolution No. 050623 B20)**

## BACKGROUND INFORMATION:

The City and County of San Francisco appropriate a portion of the cable television franchise fees to support the operation of the educational access channel by the City College of San Francisco. The funds are distributed on a quarterly basis to the Foundation for City College of San Francisco for the sole purpose of operating the educational access television channel (EAtv, Channel 27). This resolution addresses the authorization to accept and appropriate all receivable cable access funds from the Foundation of City College of San Francisco for the purpose of operating the educational access Channel 27.

## SHARED GOVERNANCE REVIEW:

Yes \_\_\_\_; No \_\_\_\_x\_\_; If yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

*(A negative response indicates that a review is not necessary.)*

## RECOMMENDATION:

WHEREAS: The educational access channel offers students important distance education opportunities and valuable educational programming to the College and to the San Francisco community; and

WHEREAS: The City and County of San Francisco have appropriated funds to the Foundation of City College of San Francisco for the purpose of operating the educational access channel to provide educational programming for the City of San Francisco.

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**DR. PHILIP R. DAY, JR., CHANCELLOR**

RESOLVED: That authorization be given to accept and appropriate funds from the Foundation of City College of San Francisco for the purpose of operating San Francisco's Educational Access Television Channel 27.

FURTHER BE IT RESOLVED: That the Chancellor, Vice-Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute all documents necessary to record these budget revisions during the 2005-2006 fiscal year on the accounts of the San Francisco Controller and the SFCCD and to submit any and all reports required by the Foundation of City College of San Francisco in the administration of said program.

Bruce Smith, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 23, 2005 **B21**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: CONTRACT**  
**Approval of contract with California State Employment Development Department**  
**(EDD) not to exceed \$750,000.**  
**(Resolution No. 050523-B21)**

## BACKGROUND INFORMATION:

On December 31, 2004 one of the last trade tariffs limiting finished textiles and garments from the People's Republic of China expired. In early 2005, San Francisco was faced with numerous garment factory closures affecting mainly monolingual Chinese speaking female workers.

Community advocates, notably the Asian Law Caucus (ALC), Chinese Progressive Association (CPA) and Chinese for Affirmative Action (CAA) began advocating for the rights of these workers not only for extended unemployment benefits but also for a federally legislated retraining program for which these workers are entitled under the TAA (Trade Adjustment Act). Many of these workers were unable to find adequate training programs, and the options offered in the private sector were very limited due to their language limitations.

These community groups (ALC, CPA, and CAA) and the San Francisco Labor Council (SFLC) through their Community Services Director approached CCSF's Office of Workforce and Economic Development to develop a customized education and training program for this population. CCSF's vocational education and vocational English as a Second Language (VESL) programs can be customized to give these workers the education and training they need to be able to successfully reenter the workplace.

EDD wishes to enter into a contract for a pilot customized vocational education and training program that would serve 100 dislocated garment workers who are eligible for TAA retraining benefits.

### Income:

TAA Federal Funds through EDD, Local Manager

### Training Contract:

\$750,000

### Expenditures:

Academic salaries and benefits:

\$562,500

Indirect:

\$187,500

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DR. PHILIP R. DAY, JR., CHANCELLOR

**SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_; No XX; If yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

*(A negative response indicates that a review is not necessary.)*

**RECOMMENDATION:**

RESOLVED: That authorization is hereby given to enter into a contract with the California State Employment Development Department to provide customized vocational education and VESL to 100 dislocated garment workers, for the period August 1, 2005 to December 30, 2006, for a cost not to exceed \$750,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the district to effectuate this resolution.

Phyllis McGuire, Originator

Date: June 23, 2005

B22

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **GRANTS/CONTRACTS**  
Authorization to modify existing Grants/Contracts  
(Resolution No. 050630-B22)

	<u>ORIGINAL RESOLUTION NUMBER</u>	<u>GRANTOR/ CONTRACTOR</u>	<u>CONTRACT DATE</u>	<u>ORIGINAL TOTAL AMOUNT</u>	<u>CHANGE</u>	<u>NEW TOTAL NOT TO EXCEED</u>	<u>COMMENTS; ORIGINATOR</u>
A	040610-B17	San Francisco Department of Human Services	July 1, 2005- June 30, 2006	\$640,000	Contract renewal for FY05-06	\$740,000	Renewal of Title IV-E training contract to provide specialized training for clinical and line staff service providers working directly with foster care children. Originator: Judy Teng
B	040610-B17	Edgewood Center for Children and Families	July 1, 2005- June 30, 2006	\$147,626	Renewal of sub- contract for FY05-06	\$150,000	Renewal of sub- contractor contract to provide Title IV-E training under the San Francisco Department of Human Services contract with CCSF. Originator: Judy Teng
C	040610-B17	Seneca Center	July 1, 2005- June 30, 2006	\$31,250	Renewal of sub- contract for FY05-06	\$40,000	Renewal of sub- contractor contract to provide Title IV-E training under the San Francisco Department of Human Services contract with CCSF. Originator: Judy Teng

D	041028-B2	Kathleen Murphy	November 1, 2004- June 30, 2005	\$60,000	Contract renewal for FY 2005-2006	\$96,000	Renewal of contract to draft, revise and complete proposals, prospectuses; monitor grant/gift status; perform research; work with faculty and staff as needed to support the overall work of the Office of Research, Planning, and Grants. Not to exceed \$96,000. Originator: Dr. Philip R. Day, Jr.
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**RECOMMENDATION:**

RESOLVED: That the Board authorizes the specified amendment to the Resolution as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 23, 2005

**B23**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: CONTRACTS/GRANTS**

**Approval of Training Contract and Memorandum of Understanding (MOU) with Sino-American Education Center, Inc. for a Transferable Credit Program in China; and MOU between City College of San Francisco and University of California, Berkeley for the Lower Division Transfer Program.  
(Resolution No: 050623-B23)**

**BACKGROUND INFORMATION:**

In 1999, the Office of Contract Education worked with Da Tung, Inc. and Peking University in China to plan and to develop a two year Associate of Arts degree program in China. In May and September of 1999, Contract Education organized two feasibility trips to visit China to conduct research and study issues including academic freedom, treatment of gays and lesbians, working conditions and learning resources to support teaching and learning. All members of both groups viewed the project as one that would offer tremendous professional development opportunities for our faculty members.

Unfortunately, Da Tung, Inc. and Peking University were unable to meet CCSF's funding and operating requirements in China and therefore, the collaboration did not materialize. In 2002, Contract Education made a second attempt to carry out this exciting program through Futton, Inc. at Zhejiang University City College (ZUCC) but the discussion ended because of SARS, the start of the Iraq War and the changes in top administration at ZUCC. The project did not move forward due to these circumstances.

In mid-February 2005, the Office of Contract Education was contacted by the Sino-American Education Center, Inc. (SAEC) to discuss another program. SAEC is a US professional institution aimed at developing cooperation in education between China and the U.S. They have signed a cooperative agreement with UC Berkeley to establish a Tsinghua-UC Berkeley Educational Initiative that supports educational and research projects between Tsinghua University and UC Berkeley as well as educational cooperation at the university-to-university level.

After a series of discussions and evaluation of the proposal, the program was brought to the shared-governance process and senior administrators for consideration and approval. The Agreement is a three-way understanding among the Sino-American Education Center, Inc. (SAEC,) University of California, Berkeley (UCB) and City College of San Francisco (CCSF) for a program housed at Tsinghua University in China.

**BOARD OF TRUSTEES**

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**DR. PHILIP R. DAY, JR., CHANCELLOR**

In essence, CCSF will provide lower division transfer education for UCB. The SAEC will coordinate recruitment, enrollment and faculty logistics with Tsinghua University in China. SAEC is the managing partner with whom CCSF will enter into a training agreement. CCSF will offer sixty (60) units of transfer courses in meeting the requirements three UCB majors in IT, Bioscience and Political Science. Tsinghua Experimental High School in Shenzhen will be one of the major feeders to the program. In addition, many of the incoming high school graduates who will not be able to attend Tsinghua University will be recruited to the UCB-CCSF Program. Contract Education has worked extensively with SAEC to achieve this goal.

For each student, SAEC will pay CCSF \$176 per unit for credit classes offered in China with a minimum of 150 - 200 students per year. SAEC is responsible to conduct student recruitment, arrange for training facilities and provide appropriate housing for all CCSF faculty and staff. CCSF has the primary responsibilities for student admission, placement and matriculation process, work with Department Chairs to select faculty members to teach in China, and provide I-20s to qualified students who wish to transfer to CCSF to continue the first two years of studies in the United States.

This program has the potential to increase our international student body when the students are granted visas to come to the United States during their two years of studies. The project would offer a semester length study abroad for CCSF students who wish to spend a semester in China. CCSF students would have the opportunity to enroll in CCSF general education courses while learning about Chinese culture and language.

In order to implement this program in a seamless way, CCSF will work closely with UC Berkeley to establish a transfer program. Contract Education wishes to enter into a cooperative agreement with UC Berkeley for accepting transferable credits earned from this China program. The term of the agreement is from July 1, 2005 to June 30, 2010, for a period of five years.

Following is a budget for the first 150 students taking 60 units of lower division credit courses:

<b>Revenue from SAEC</b>	<u>\$1,584,000</u>
<b>Operating Expenses:</b>	
Instruction	\$1,000,000
Assessment & Testing	\$20,000
On-Site Project Management	\$200,000
Training Materials	\$20,000
Travel Expenses	\$32,000
Indirect	<u>\$312,000</u>
<b>Total</b>	<b>\$1,584,000</b>

#### SHARED GOVERNANCE REVIEW:

Yes   X  ; No   ; if yes, which committee: Academic Senate Executive Committee    Date of Review: May 18, 2005

**RECOMMENDATION:**

RESOLVED: That authorization is hereby given to enter into: 1) a training contract and Memorandum of Understanding (MOU) with Sino-American Education Center, Inc. for a Transferable Credit Program in China; and 2) a Cooperative Agreement between City College of San Francisco and University of California, Berkeley for the Lower Division Transfer Program. The contracted period is from July 1, 2005 to June 30, 2010; and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originators: Judy Teng and Joanne Low

## Cooperative Agreement

Between City College of San Francisco

And

Sino-American Education Center, Inc.

This agreement establishes the relationship between City College of San Francisco (CCSF) of the United States of America, and Sino-American Education Center (SAEC) of the People's Republic of China.

The mission of this cooperative educational agreement is to establish the following:

1. To establish a lower division transfer degree program for all the University of California (UC) campuses, in particular UC Berkeley, and all the California State University (CSU) campuses, at Tsinghua University in Beijing and Shenzhen, China.

### *Responsibility of SAEC*

- To provide the training facility and provide logistical support for CCSF faculty members in China.
- To recruit students and assist CCSF in screening and placement in suitable courses.

### *Responsibility of CCSF*

- To provide faculty and related pedagogical resources.
  - To form and manage an operation that will be in charge of student admission, placement and matriculation.
2. To work with UC Berkeley (UCB) and other UC campuses or CSU campuses to transition students completing the lower division curricula to upper division courses at UCB or other UC campuses or CSU campuses.

To accomplish these goals, CCSF agrees to provide I-20s for qualified students transferring to CCSF to continue the first two years of studies, to make international travel arrangements from Beijing to San Francisco and to facilitate housing arrangements while they study in San Francisco. CCSF International Student Program will provide pedagogical support to facilitate the transition for, but not limited to, lower-division, pre-collegiate level English as a Second Language classes and customized skilled-based training to SAEC students.

SAEC agrees to provide cultural and educational enrichment opportunities for CCSF professors/instructors while they teach in China.

3. To explore and facilitate other cross-national collaborations.
4. To explore short term corporate education for businesses and government entities to meet China's workforce development needs:

### *Responsibility of SAEC*

- To identify customers' needs and to recruit participants.

### *Responsibility of CCSF*



- To offer customized instructional programs based on the specific requirements of each corporate customer and to grant certificate of diploma at the completion of the programs.

5. To explore a 3-month short-term career exploration program in various disciplines.

## Terms and Conditions

The terms of this agreement shall commence on July 1, 2005 and shall terminate in five (5) years on June 30, 2010. The terms and conditions shall continue if both parties do not file for dissolution.

## Termination

Each party upon sixty (60) days written notice to the other two parties may terminate this agreement.

## Development of Materials

All materials used and/or developed by CCSF are the sole property of the project and may not be reproduced without CCSF's permission.

## Exclusive Outreach

CCSF agrees to designate SAEC as the exclusive Outreach Office in China to promote educational business.

SAEC will apply for a permit and register the Outreach Office through the People's Republic of China.

Representing  
City College of San Francisco

Representing  
Sino-American Education Center

By \_\_\_\_\_  
Rodel E. Rodis, Esq.  
Board of Trustees  
San Francisco Community College  
District  
For City College of San Francisco

By \_\_\_\_\_  
Dr. Christian Chu  
Chairman of the Board  
Sino-American Education  
Center

Executed on \_\_\_\_\_

Executed on \_\_\_\_\_

By \_\_\_\_\_  
Dr. Philip R. Day, Jr.  
Chancellor  
City College of San Francisco

By \_\_\_\_\_  
Dr. Pascal Chen  
Executive Director  
Sino-American Education Center

Executed on \_\_\_\_\_

Executed on \_\_\_\_\_

## **MEMORANDUM OF UNDERSTANDING (MOU)**

### **BETWEEN**

**UNIVERSITY OF CALIFORNIA, BERKELEY**

### **AND**

**CITY COLLEGE OF SAN FRANCISCO**

The University of California, Berkeley (UCB) and the City College of San Francisco (CCSF) are public institutions of higher education in the State of California. The Western Association for Schools and Colleges (WASC) accredits both institutions with the highest standing. CCSF has transferred thousands of students to UCB for the past sixty-nine (69) years. Many famous alums who completed their studies at UCB began their careers at CCSF. Throughout the years, CCSF has articulated hundreds of courses with UCB to facilitate the transfer relationship between these two institutions.

This MOU between University of California, Berkeley, hereafter referred to as UCB, and City College of San Francisco, hereafter referred to as CCSF, on \_\_\_\_\_, the parties agree to the working relationship delineated below in serving students enrolled in the Sino-American Education Center (SAEC) at Tsinghua University, Beijing, China.

Under this Memorandum of Understanding (MOU) between UCB and CCSF, the parties agree to the following:

1. Work together to choose the course of study for the first four (4) semesters of lower division courses that will meet the Intersegmental General Education Transfer Curriculum (IGETC) requirements and UC major lower division requirements. CCSF will select sixty (60) units or about twenty (20) courses for three UCB transfer majors in Computer Science, Political Economy of Industrial Societies and Biology. See attachment A.
2. UCB will accept all units earned at CCSF for SAEC students who have successfully completed the prescribed courses of study with a GPA of 3.0 or better.
3. Work to develop Transfer Admission Agreements (TAA) to students meeting admission and transfer requirements for SAEC students to be admitted with junior status to the specific UCB major.
4. CCSF will send faculty members to SAEC with CCSF approved course outlines, textbooks and relevant supplemental resources to support teaching and learning.
5. CCSF will ensure that students enrolling in the SAEC Program will meet the same admission standards for regular CCSF International Students.
6. Work to maintain and expand existing articulation agreements.
7. Allow their California resident students to attend classes at SAEC on a space available basis. Students from UCB or CCSF may pursue language or Cultural programs at Tsinghua University's

continuing Education Program while fulfilling their undergraduate general education graduation requirements at SAEC.

8. UCB and CCSF faculty members agree to share teaching and research materials.
9. Commit to upholding their academic excellence in the SAEC Program.
10. Assist SAEC in promoting their program in China and in facilitating transfer of SAEC students to California colleges and universities.

**Terms:** The term for this contract is for five years beginning July 1, 2005 and ending on June 30, 2010. If both parties do not terminate the MOU, it will automatically be renewed for another five (5) years.

**Termination Clauses:** Each party has the right to terminate this MOU in thirty (30) days by giving the other party a written notice.

Representing  
University of California, Berkeley

Representing  
City College of San Francisco

By \_\_\_\_\_  
Dr. Robert Birgeneau  
Chancellor

By \_\_\_\_\_  
Dr. Philip R. Day, Jr.  
Chancellor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# ATTACHMENT A

<u>Molecular &amp; Cell Biology*</u>		<u>Computer Science</u>		<u>Political Science</u>	
BIOL 101A#	5	MATH 110A@	4	POLS 1	3
BIOL 101B	5	MATH 110B	4	POLS 2	3
CHEM 101A#	5	MATH 110C	4	HIST 17A or B	3
CHEM 101B	5	MATH 130	5	HIST 35A or B#	3
CHEM 212A	5	MATH 115	3		
CHEM 212B	5	CS 110A, B, C	3,3,3		
MATH 110A@	4	or			
MATH 110B	4	CS 111A, B, C	3,3,3		
PHYC 2A, AL, AC	4.5				
PHYC 2B, BL, BC	4.5				
<b>Letter &amp; Science Essential Skills**</b>					
ENGL 1A	3	ENGL 1A	3	ENGL 1A	3
ENGL 1B	3	ENGL 1B	3	ENGL 1B	3
MATH110A@	-	MATH 110A	4	MATH 110A	4
FOREIGN LANGUAGE		FOREIGN LANGUAGE		FOREIGN LANGUAGE	
(High School)		(High School)		(High School)	
<b>Letters &amp; Science Seven-Course Breadth**</b>					
ART 104	3	ART 104	3	ART 104	3
HIST 9***	3	HIST 9***	3	HIST 9***	3
HIST 35A or B	3	HIST 35A or B	3	HIST 35A or B#	-
IDST 27A	3	IDST 27A	3	IDST 27A	3
IDST 27B	3	IDST 27B	3	IDST 27B	3
BIOL 101A#	-	BIOL 11	4	BIOL 11	4
CHEM 101A#	-	PSC 11	3	PSC 11	3
		> Electives	6	> Electives	19

\* The educational plan for Molecular and Cell Biology works reasonably well for majors in Integrative Biology and Molecular Environmental Biology too.

\*\* I recommend switching from IGETC to UCB's College of Letters and Science Breadth Requirements in order to concentrate on major preparation in biology and computer science. Courses from the 7-Course Breadth can be trimmed and postponed to reduce the total units to 60 without harming the transfer plan to Berkeley.

\*\*\* Also satisfies UC Berkeley's American Cultures Requirement.

# Double counts towards major and breadth requirements.

@ Double counts towards major and Essential Skills requirement.

Note: US History and American Institutions – International Students are exempt.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 23, 2005

**B24**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: CONTRACT/GRANT**

**Authorization to extend instructional service/rental agreement with the San Francisco Police Department for a period of three years, effective July 1, 2005 until June 30, 2008, not to exceed \$652,000 per year, based upon available funds. (Resolution No. 050623 – B24)**

## **BACKGROUND INFORMATION:**

On June 27, 2002, City College of San Francisco's Board of Trustees approved authorization for the Office of Workforce and Economic Development and the Administration of Justice/Fire Science Department to enter into an instructional service/rental agreement with the San Francisco Police Department (Resolution No. 020627-B).

The Office of Workforce and Economic Development and the Administration of Justice/Fire Science Department would like to extend the instructional service/rental agreement with the San Francisco Police Department based upon our existing Academy model for another three years. This instructional service/rental agreement to provide City College of San Francisco credit courses to train the recruits for the San Francisco Police Academy has been completed. The operational model that is the backbone of this agreement and the financial structure of same is based upon the same model agreement that the Board approved and has been operationalized with the Police Academy over the past five years.

City College of San Francisco's Administration of Justice/Fire Science Department has developed curriculum to prepare men and women for careers in this field. CCSF's Administration of Justice Department and San Francisco Police Department instructors possess the required qualifications for teaching Police Academy and Advanced Officer courses. SFPD Chief Heather Fong supports the affiliation with City College and the SFPD Police Academy. Approximately 220 recruits will enroll in the Police Academy courses and 900 officers in the Advanced Officer Training classes in FY 2005/06. This enrollment equals approximately 570 Credit FTES for FY 2005/06.

## **BOARD OF TRUSTEES**

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**DR. PHILIP R. DAY, JR., CHANCELLOR**

Therefore, City College of San Francisco's Office of Workforce and Economic Development and the Administration of Justice/Fire Science Department wish to enter into an agreement with the San Francisco Police Department to provide affiliated educational courses for the San Francisco Police Department. City College will ensure that the program conforms to Education Code and Title 5 mandated standards governing instructional programs.

The San Francisco Police Department will provide Police Academy classroom and laboratory space at 350 Amber Drive and other facilities. The College will provide instructional service for Academy students, including registration, support services, census and grading reports. CCSF will retain FTES generated from these credit courses. CCSF shall pay the Academy an estimated rent based upon enrollment not to exceed \$652,000. The projected cost of this instructional service agreement is \$652,000 per year. Funding is from UPFX-7161-5610-2100-C, the Administration of Justice/Fire Science Budget.

This agreement will be based upon available funding and can be extended after three years on an annual basis. These funds have been allocated to UPFX-7161-5610-2100-C in CCSF's Annual Budget.

**SHARED GOVERNANCE REVIEW:**

Yes \_\_\_\_; No X; If yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

*(A negative response indicates that a review is not necessary.)*

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to extend the instructional service/rental agreement with the San Francisco Police Department for a period of three years, effective July 1, 2005 until June 30, 2008, not to exceed \$652,000 per year, based upon available funds, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution effective July 1, 2005.

Phyllis McGuire, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 23, 2005

B25

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CONTRACT/GRANT**

**Authorization to Conduct and Contract with Consultant Group (formerly Discount Travel)/Sunlight Travel to Offer a Study Abroad Program in Laos and Vietnam, Winter Break 2005/2006 (Resolution No. 050623-B25)**

## BACKGROUND INFORMATION:

By resolution 030828-B5, the Board of Trustees authorized the San Francisco Community College District to contract with Discount Travel/Sunlight Travel to provide the necessary transportation and on-site logistical services associated with a Study Abroad Program in Vietnam and Cambodia during Winter Break 2003/2004.

Due to the restructuring of Discount Travel, the name of the company has been changed to Consultant Group. Based upon a comparison of cost, value and activities, the criteria of our requirements, and their price and policies and performance, and their expertise in the regions, we are now requesting to renew our contract with the partnership of Consultant Group/Sunlight Travel to provide the necessary travel arrangements for a "Winter Break 2005/2006 in Laos and Vietnam" program.

Consultant Group/Sunlight Travel has proposed the following program prices:

No. of Students	Program Price
15-24 + 1 professor	\$2750
25 or more + 1 professor	\$2600

The program will offer transferable credit in Asian American Studies. The costs of the program will be borne by the students. The District shall not expend any funds for transportation, housing, meals or incidentals.

Consultant Group/Sunlight Travel holds insurance coverage of two million dollars for general liability, errors and omissions issued by State Farm insurance Co., Inc., General Insurance Brokers. City College of San Francisco will be listed as an additional insured on the policy.

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DR. PHILIP R. DAY, JR., CHANCELLOR

Consultant Group/Sunlight Travel will work closely with the Financial Aid Office at CCSF and make special efforts to adjust payment dates according to financial aid disbursement dates for those students who have successfully applied for financial aid. Consultant Group/Sunlight Travel will also work with the college to explore options that would afford low-income students the opportunity to actively participate in study abroad programs.

Students who meet the academic and financial criteria are eligible for both state and federal financial aid while participating in a CCSF study abroad program.

Consultant Group/Sunlight Travel will offer \$500 in scholarships for the Winterbreak in Laos and Vietnam program for those students coming from CCSF who fulfill the criteria.

**SHARED GOVERNANCE REVIEW:**

YES X NO    ; if yes, which committee:

Academic Senate

Date of Review: May 18, 2005

**RECOMMENDATION:**

RESOLVED: That the Chancellor, Chief Operating Officer, and/or their designee are hereby authorized to contract with Consultant Group/ Sunlight Travel for logistical and program arrangements to and within Laos and Vietnam, in connection with a credit program, from December 26, 2005 to January 11, 2006, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the San Francisco Community College District to effectuate this resolution.

Originator: Joanne Low





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 23, 2005  
TO: Board of Trustees  
FROM: Dr. Philip R. Day, Jr., Chancellor

B26

**SUBJECT: CONTRACT**

**Authorization To Enter Into An Agreement With The City & County of San Francisco For Providing Legal and Related Services by the City Attorney For the City and County of San Francisco to the San Francisco Community College District, beginning July 1, 2005 At A Rate Not To Exceed \$190 Per Hour (RESOLUTION NO. 050623-B26)**

**BACKGROUND INFORMATION:**

Since the establishment of the San Francisco Community College District in 1970, the City Attorney's Office has provided legal services to the District in certain areas. For example, the City Attorney's Office has always provided and continues to provide all the legal and related services for the District's Workers' Compensation program. Moreover, with the District's extensive plans for new construction and remodeling, the construction law unit within the City Attorney's office has played a more prominent role in providing legal advice in this specialized area. In the past fiscal years, the District has paid the City & County for such services through direct payment at the end of each fiscal year. The City Attorney's Office has requested that a formal agreement be adopted between the parties.

The District is authorized to enter into an agreement for such services pursuant to Government Code Section 53060. The City Attorney's Office is authorized to provide such services to the District pursuant to Government Code Sections 26520 and 26529.

**SHARED GOVERNANCE REVIEW:**

Yes ☐; No ☒ Committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

*(A Negative Response indicates that a Review is not necessary)*

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**DR. PHILIP R. DAY, JR., CHANCELLOR**

**RECOMMENDATION:**

RESOLVED: That the San Francisco Community College District be authorized to enter into an agreement with the City and County of San Francisco for providing legal and related services by the City Attorney for the City and County of San Francisco to the San Francisco Community College District, with a beginning date of July 1, 2005; and

FURTHER BE IT RESOLVED: That such Legal Services include, but not be limited to, the providing of legal advice and representation on any matter involving, but not limited to, public contracting, workers' compensation and general government law, and that such services may include training of District personnel; and

FURTHER BE IT RESOLVED: That the hourly fee to be charged by the City Attorney's Office not exceed \$190 per hour; and

FURTHER BE IT RESOLVED: That District staff is authorized to take such action as it deems necessary to effectuate the terms of this resolution.

Originator: Ronald Lee



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 23, 2005

C1

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

**Subject: EQUIPMENT, SUPPLIES & SERVICES**

Procurement of Equipment, Supplies, Services, Etc., less than \$3,000  
(Resolution No. 050623-C1)

**BACKGROUND INFORMATION:**

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than \$3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

**RECOMMENDATION:**

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling \$ 261,176.99 for February 2005 individual amounts of less than \$3,000 not heretofore approved as summarized and detailed below:

Direct Payments	\$ 107,672.88
Purchase Orders	110,215.45
Travel/Mileage	<u>43,288.66</u>
GRAND TOTAL:	\$ 261,176.99

James Kendrix, Originator

05/26/05 – C1 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**Date:** June 23, 2005

**C2**

**To:** Board of Trustees

**From:** Dr. Philip R. Day, Jr., Chancellor

**Subject: EQUIPMENT, SUPPLIES & SERVICES**  
**Procurement of Equipment, Supplies,**  
**Services, Etc., or more than \$3,000**  
**(Resolution No. 050623-C2)**

## BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

Please note that some of the items represent significant expenditures but are actual annual payment encumbrances which are dispersed monthly. In some cases, these items are paid in simple annual payment given the terms and the conditions of our vendor contracts. These items are identified for you in the attachment.

## RECOMMENDATION:

**RESOLVED:** That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "B".

**GRAND TOTAL: \$ 6,732,216.22**

James Kendrix, Originator

06/23/05- C2 page 1

## BOARD OF TRUSTEES

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**DR. PHILIP R. DAY, JR., CHANCELLOR**





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 23, 2005

C3

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GRANTS  
Acceptance of Gifts  
(Resolution No. 050623-C3)

## BACKGROUND INFORMATION:

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding \$250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding \$1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

## SHARED GOVERNANCE REVIEW:

Yes \_\_\_\_\_: No X : If yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

## RECOMMENDATION:

WHEREAS: The SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Vice Chancellor of Academic Affairs Don Griffin declares that these gifts will enhance the instructional program of the San Francisco Community College District;

THEREFORE BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

Dr. Kathleen Sullivan Alioto, Originator

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

DESCRIPTION	DONOR	MARKET VALUE DECLARED BY DONOR
May 2005		
1. Cash	Helen Chernyak	\$500
2. Cash	Natalie Dolgireff	\$500
3. Cash	Laura Hurley	\$500
4. Cash	Ree Medical, LLC	\$1,100
5. Cash	Stephen Dever	\$800





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 23, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr. Chancellor  
**Subject:** **DISPOSAL OF EQUIPMENT**  
**Disposal of Personal Property with Insufficient Sales Value**  
**(Resolution No. 050623-C4)**

**C4**

## BACKGROUND INFORMATION:

It has been determined that the property identified in Schedule A is unsatisfactory and not in serviceable condition, and is of insufficient value to defray the costs of arranging a sale. It is recommended that the property be disposed of through recycling or through Regular waste disposal services.

California Education Code Section 81452 reads in part as follows: "(c) If the Board by a unanimous vote of those members present, finds that the property is of insufficient value to defray the cost of arranging a sale, it may be disposed of in the local public dump."

The College has implemented a program where it makes such property available to Got Junk and Scrap Scrounger's Center where the items are recycled for art parts and used by non profit organizations prior to disposal.

## SHARED GOVERNANCE REVIEW:

Yes\_\_\_\_; No  X  ; If yes, which committee:\_\_\_\_\_

Date of Review:\_\_\_\_\_

*(A Negative Response indicates that a Review is not necessary)*

## RECOMMENDATION:

**RESOLVED:** That authorization is hereby granted to dispose of all unsatisfactory and unserviceable equipment listed on Schedule A,

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the College to effectuate this resolution.

**James Kendrix, Originator**

## BOARD OF TRUSTEES

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**DR. PHILIP R. DAY, JR., CHANCELLOR**





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 23, 2005 F1

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **HUMAN RESOURCES**  
**Extension Interim Appointment**  
**Non-Educational Administrator**  
**(Resolution No. 050623-F1)**

## BACKGROUND INFORMATION:

Resolution 050623-F1 extends an interim appointment of a non-educational administrative appointment. Board of Trustees' approval is required.

## SHARED GOVERNANCE REVIEW:

YES: \_\_\_\_\_; NO:  X . If YES, which Committee: \_\_\_\_\_  
Date of review: \_\_\_\_\_

## RECOMMENDATION:

RESOLVED: That effective July 1, 2005 through June 30, 2006, or until a permanent Associate Vice Chancellor is hired, whichever occurs first, **JAMES BLOMQUIST's** appointment as Interim Associate Vice Chancellor Facilities Planning and Management (Office of the Vice Chancellor Finance and Administration) be extended. Salary shall be in accordance with the Administrators' Salary Schedule Classification E, Associate Vice Chancellor.

Clara Starr, Originator

## BOARD OF TRUSTEES

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**DR. PHILIP R. DAY, JR., CHANCELLOR**







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 23, 2005 F2

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: HUMAN RESOURCES  
Extension Acting Appointment  
Educational Administrator  
(Resolution No. 050623-F2)

## BACKGROUND INFORMATION:

Resolution 050623-F2 extends an acting appointment of an educational administrative appointment. Board of Trustees' approval is required.

## SHARED GOVERNANCE REVIEW:

YES: \_\_\_\_\_; NO: X. If YES, which Committee: \_\_\_\_\_  
Date of review: \_\_\_\_\_

## RECOMMENDATION:

RESOLVED: That effective July 1, 2005 through June 30, 2006, or until a permanent associate dean is hired, whichever occurs first,

**Dr. Mark D. Robinson's** appointment as Acting Associate Dean, Student Advocacy, Rights, and Responsibilities (Office of the Vice Chancellor Student Development) be extended. Salary shall be in accordance with the Administrators' Salary Schedule Classification C, Associate Dean.

Clara Starr, Originator

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 23, 2005 F3

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: HUMAN RESOURCES  
Authorization to Amend  
Academic Administrator  
Sabbatical Leave – Fall 2005  
(Resolution 050623 – F3)

## BACKGROUND INFORMATION:

Resolution 050428-F1 granting Judy Teng, Dean, Contract Education/Continuing Education, a Sabbatical Leave for 110 instructional days of the 2005 – 2006 fiscal year was adopted by the Board of Trustees at the April 28, 2005 Regular Board Meeting. The dates of the sabbatical leave were incorrect and Resolution 050623-F3 authorizes the amendment of the dates as indicated in legal format below. Board of Trustees' approval is required.

## SHARED GOVERNANCE REVIEW:

Yes \_\_\_\_\_; No ☒ if yes, which committee: \_\_\_\_\_  
Date of review: \_\_\_\_\_

## RECOMMENDATION:

RESOLVED: That effective August 1, 2005, through ~~January 24, 2006~~ **January 17, 2006**, (110 instructional days), **JUDY TENG**, be placed on Sabbatical Leave from her administrative position as Dean, Contract Education/Continuing Education. This leave is pursuant to the provisions of the San Francisco Community College District Policy Manual 3.17.L – Sabbatical Leave.

FURTHER BE IT RESOLVED: That the Chancellor and/or Vice Chancellor Finance and Administration and/or their designee(s) are hereby authorized to effectuate this resolution.

Originator: Clara Starr

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DR. PHILIP R. DAY, JR., CHANCELLOR







# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 23, 2005 F4

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: HUMAN RESOURCES  
Resignation with the Intent to Retire  
Non-Educational Academic Administrator  
(Resolution 050623 – F4)

## BACKGROUND INFORMATION:

Resolution 050623 – F4 covers the resignation with the intent to retire of a non-educational academic administrator.

## SHARED GOVERNANCE REVIEW:

Yes \_\_\_\_\_; No ☒; if yes, which committee: \_\_\_\_\_  
Date of review: \_\_\_\_\_

## RECOMMENDATION:

RESOLVED: That the resignation with the intent to retire of **James Kendrix** from his employment as the Chief Financial Officer (Office of the Vice Chancellor of Finance & Administration) with the San Francisco Community College District be accepted effective close of business July 29, 2005.

### BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**AMENDED 06/20/05**

**DATE:** June 23, 2005

**F5**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: HUMAN RESOURCES**  
**Administrative Contract Renewals**  
**(Resolution No. 050623 – F5)**

## BACKGROUND INFORMATION:

In accord with the Administrative Evaluation and Contract Renewal Procedures an administrator's contract is extended for an additional year if the administrator receives a satisfactory annual evaluation.

During the Fall 2004 - Spring 2005 academic year, the following administrators were evaluated and received satisfactory or better evaluations. As a result thereof, the following administrators are to receive an additional one-year appointment effective July 1, 2007 through June 30, 2008.

Office of the Chancellor	
Kathleen Alioto	Dean of College Development
Robert Gabriner	Dean, Research, Planning and Grants
Peter Goldstein	Vice Chancellor of Finance and Administration
Don Griffin	Vice Chancellor of Academic Affairs/Acting Vice Chancellor of Student Development/
Kristin Hershbell-Charles	Associate Dean Grants and Resource Development
Linda Jackson	Associate Dean, Office of Affirmative Action
Ronald Lee	General Counsel/Chief Legal Services Officer
Martha Lucey	Dean of Marketing and Public Relations
Alysson Satterlund	Special Assistant to the Chancellor
Leslie Smith	Dean of Governmental Relations
Steve Spurling	Institutional Research Officer

## BOARD OF TRUSTEES

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**DR. PHILIP R. DAY, JR., CHANCELLOR**

**Office of the VC  
Student Development**

Ted Alfaro	Director of Special Projects
Henry Augustine	Director, African American Scholastic Program
Robert Balestreri	Dean Admissions and Records
Jorge Bell	Associate Dean, Financial Aid
Elizabeth Brent	Dean Outreach and Recruitment Services
Nicholar Chang	Dean Matriculation/Assessment Testing
Charlton Fotch	Dean Student Activities
Marylou Leyba	Associate Dean Admissions & Records Noncredit
<b>Office of the VC Finance &amp; Administration</b>	
Stephen J. Herman	Chief of Administrative Services
Mamie How	Dean Educational Technology Office
Donald Lind	Director of Payroll Services
Mia Rusali	Associate Director Human Resources
Clara Starr	Director Human Resources
<b>Office of the VC Academic Affairs</b>	
Al Dixon	Director, Small Business Development
Brian Ellison	Dean Curriculum, Tenure Review & Faculty Evaluation
Carlota del Portillo	Dean Mission Campus
Steven Glick	Dean Downtown Campus
Terry Hall	Dean Faculty Support Services, Course/Room Scheduling
Veronica Hunnicutt	Dean Southeast Campus
Rita Jones	Dean Library and Learning Resources
Lawrence Klein	Dean of Special Projects <b>Dean School of Behavioral and Social Sciences.</b>
Joanne Low	Dean Chinatown Campus/School of International Education and ESL
Phyllis McGuire	Associate Vice Chancellor, Office of Workforce and Economic Development, Evans Campus, School of Applied Science and Technology
Linda Squires-Grohe	Dean John Adams/School of Health and Physical Education
Bruce Smith	Dean School of Liberal Arts/Castro-Valencia Campus
Judy Teng	Dean Contract Education/Community Services
Gary Tom	Dean Alemany Campus
Wing Tsao	Dean School of Science and Math

**SHARED GOVERNANCE REVIEW:** (Not Applicable)

YES:  X  NO:   If YES, which Committee: \* Administrative Evaluation Oversight Committee (See notation below)

Date of Review:  May 19, 2005



\* Not formal Shared Governance Committee

**RESOLVED:** That the aforementioned Administrators receive an additional year, July 1, 2007 through June 30, 2008, toward their current contracts; that they will be subject to an annual evaluation; and

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor Finance and Administration and or their designees are hereby authorized to execute all documents necessary to effectuate this resolution on behalf of the San Francisco Community College District.

Clara Starr, Originator





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 23, 2005 **F6**

**TO:** Board of Trustees

**FROM:** Rodel Rodis, President – Board of Trustees  
Dr. Natalie Berg, Chair – Personnel Committee

**SUBJECT: HUMAN RESOURCES**  
**Commending Chancellor Philip R. Day, Jr. and Authorizing Employment Agreement Amendments, including Term Extension and Increment and COLA. (Resolution No. 050523-F6)**

## BACKGROUND INFORMATION:

Chancellor Philip R. Day, Jr., has completed another year of dedicated service to City College of San Francisco. Dr. Day continues to build bridges with the communities of San Francisco to ensure that the College responds to the diverse needs and aspirations of its students. The various College constituents recognize his profound commitment to the well being of the institution. Dr. Day has also brought new visibility to CCSF at the State and National levels and continues to work tirelessly to secure and increase financial support for the College's programs and facilities. Dr. Day is to be commended for his outstanding service to the District.

With regards to the Chancellor's annual performance evaluation for the 2004-2005 college year, the Board has determined that his performance was fully satisfactory; consequently the renewal provisions of the Chancellor's employment agreement are triggered. The term of the agreement shall be extended through June 30, 2008.

Currently, the Chancellor's agreement provides a cost-of-living adjustment (COLA) payable at the beginning of each fiscal year beginning July 1. The agreement also provides for an increment that becomes effective at the beginning of the fiscal year based on a satisfactory evaluation. Moreover, the agreement provides that the Chancellor receives such COLA's or increments only where such COLA's or increments are paid to other District employees.

## RECOMMENDATION:

**RESOLVED:** With regard to the Chancellor's annual performance evaluation for the 2004-2005 college year, the Board determines that his performance was fully satisfactory thus triggering the renewal provisions of the Chancellor's employment agreement. The Chancellor's term is extended through June 30, 2008.

### BOARD OF TRUSTEES

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DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG, ESQ. • VERONICA LAWRENCE, STUDENT TRUSTEE

**DR. PHILIP R. DAY, JR., CHANCELLOR**

FURTHER BE IT RESOLVED: That the Board of Trustees of the San Francisco Community College District further authorizes that:

The Chancellor's salary be adjusted by a COLA equivalent to that provided to the other administrators of the District effective July 1, 2005.

The Chancellor's salary be further adjusted by an increment as provided for in his current employment agreement, effective July 1, 2005.

Any COLA's or increments payable to the Chancellor are paid only when COLA's or increments are paid to other full-time District employees effective July 1, 2005 through June 30, 2006.

FURTHER BE IT RESOLVED: That the President of the Board of Trustees is hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator, Dr. Ronald Lee





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 23, 2005 F7

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: HUMAN RESOURCES  
Acting Appointment  
Academic Administrator  
(Resolution 050623 – F7)

## BACKGROUND INFORMATION:

Resolution 050623-F7 covers an acting academic appointment for the Dean, Contract Education/Continuing Education (Office of the Associate Vice Chancellor, Workforce and Economic Development, Evans Campus, & School of Applied Science & Technology) Board of Trustees' approval is required.

## SHARED GOVERNANCE REVIEW:

Yes \_\_\_\_\_; No ☒; if yes, which committee: \_\_\_\_\_  
Date of review: \_\_\_\_\_

## RECOMMENDATION:

RESOLVED: That effective August 1, 2005, through January 17, 2006, (110 instructional days), **SUZANNE KOREY**, be appointed as Acting Dean, Contract Education/Continuing Education (Office of the Associate Vice Chancellor, Workforce and Economic Development, Evans Campus, & School of Applied Science & Technology), Judy Teng who is on sabbatical leave from the District. Salary shall be in accordance with the Administrators' Salary Schedule Classification D, Dean.

Originator: Clara Starr

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**G1-G13**

**DATE:** June 23, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** Academic Employees (Faculty)  
Credit Program/Non-Credit Program  
District Funded  
City College of San Francisco  
(Resolutions Nos. 050623-G1-G13)

## BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

## SHARED GOVERNANCE REVIEW:

Yes: \_\_\_\_; No: X : If yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

(A negative response indicates that a review is not necessary.)

Clara Starr, Originator

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

**SPRING 2005**

(+: Full-time overload/extra pay)  
(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
+ Garcia, Diane Renee	Diagnostic Medical Imaging	Credit
Kappra, Richard	English As a Second Language	NonCredit
Kennedy, Sharon A	Health Care Technology	Credit
Lopez, Maria G	Health Care Technology	Credit
Messer, Alisa	Learning Assistance	Credit
+ Quezada, Oliverio	Art	Credit
Rincon, Dory P	Student Affairs Office	Credit
+ Thompson, Sarah	Health Science	Credit
+ Wang, Alicia C	English As a Second Language	Credit
Wetzel, Brian D	Health Care Technology	Credit
Zakrzewski, Ian H	Health Care Technology	Credit

G1 Spring 2005: 11

**SUMMER 2005**

(+: Full-time overload/extra pay)  
(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Al-Shamma, Kate Y	English	Credit
Alvarado, Salvador	Transitional Studies	NonCredit
Ayala, Rene	Transitional Studies	NonCredit
Bozin, Patricia R	Counseling New Students	Credit
+ Brown, Brenda M	African-American Achievement	Credit
Cahill-Nova, Gregoria	African-American Achievement	Credit
+ Chen, Pearl B.	Asian Pacific Amer Student Sev	Credit
+ Chong-Delon, Patty P	Counseling Continuing Students	Credit
De Cordova, Andre M	Counseling Continuing Students	Credit
Delacorte, Erika C	Learning Assistance	Credit
+ Ergun, Marylou K	English As a Second Language	Credit
Garcia, Ana R	Foreign Languages	Credit
Garcia, Mauro R	Library Services	Credit
+ Gillette, Linda J	Learning Assistance	Credit
+ Gillette, Linda J	English As a Second Language	Credit
+ Glanzer, Carole S	English As a Second Language	Credit
Godinez, Marco A	Latino Services Network	Credit



TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

Goldberg, Janet H	English	Credit
+ Goodyear, William J	Counseling Continuing Students	Credit
Greger, Christopher K	English	Credit
Griffis, Stanley J	Transitional Studies	NonCredit
Gurney, Robert Peter	Technology-Mediated Instruct'n	Credit
Habegger, Valerie	Transitional Studies	NonCredit
+ Hamilton, Edward F	Cul Arts & Hospitality Studies	Credit
Hegwood, Delicia A	Broadcast Electronic Media Art	Credit
Henderson-Brown, Tessa	Counseling Continuing Students	Credit
+ Hendricks, Joann	Bus/Office Tech/Small Bus	Credit
+ Hirose, Lynda M	Cul Arts & Hospitality Studies	Credit
Hsieh, Elaine A	Biological Sciences	Credit
James, Arlene	Transitional Studies	NonCredit
Johnson, Linda M	Vocational Education	Credit
Jones, Robert	Interdisciplinary Studies	Credit
+ Khan, Shehla N	English As a Second Language	Credit
Kipp, Ana R.	Transitional Studies	NonCredit
Landau, Gregory P	Behavioral Sciences	Credit
Lau, Pennie S	Learning Assistance	NonCredit
Lee, Terry	Counseling Continuing Students	Credit
Liu, Maida D	Asian Pacific Amer Student Sev	Credit
Lovett, Li Miao	Counseling Continuing Students	Credit
Maresca, Natasha R	Institute for Int'l Students	Credit
Marinoff, Joani Ellen	Health Science	Credit
Markham, Diana L	Technology-Mediated Instruct'n	Credit
McCarthy, Monica R	Counseling Continuing Students	Credit
McKay, June Rumery	English As a Second Language	Credit
Messer, Alisa	Learning Assistance	Credit
Michaels, Marisa B	English	Credit
Mori, Dennis J	Bus/Office Tech/Small Bus	Credit
Neumann, Robert J	English As a Second Language	Credit
Nguyen, Minh H	Alemany Campus	Credit
+ Obenchain, Cynthia	Counseling International Study	Credit
Odell, John Mainard	Broadcast Electronic Media Art	Credit
+ Owens, Rhonella C	Counseling Continuing Students	Credit
Potter, Elizabeth A	Transitional Studies	NonCredit
Punsalan, Douglas	Film Production	Credit
Quintana, Alejandro F	English As a Second Language	Credit
+ Roberts, Laurie	English As a Second Language	Credit
Robinson, Karen F	Counseling Continuing Students	Credit
Rosenbaum, Leanna L	Instructional Computing Lab	Credit
+ Rosenthal, Nadine	Learning Assistance	Credit
Rowley, Shaun E.	Learning Assistance	NonCredit
Ryan-Garrison, Kate	Mission Campus	Credit
+ Saginor, Karen	Library Services	Credit
Sanford, Curt Neal	English As a Second Language	Credit
Sangiorgio, Frederick	Counseling Continuing Students	Credit
Silver, Dale L.	English As a Second Language	NonCredit
Silverman, Herb M	Transitional Studies	NonCredit
Stewart, Elizabeth W	Technology-Mediated Instruct'n	Credit
Stoffers, Peter Louis	Counseling Continuing Students	Credit

## RESOLUTION 050623-G1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Unrestricted

+ Ta, Hoa M	Asian Pacific Amer Student Sev	Credit
Thomas, Cindu A	English	Credit
Tom, Janet	Library Services	Credit
Torres, Edgar L	Behavioral Sciences	Credit
Tounch, Kim	Biological Sciences	Credit
Tragardh, Thomas	English As a Second Language	Credit
Umurhan, Orkan M	Astronomy	Credit
+ Valentine, Alexander M	Library Services	Credit
+ Vayngortin, Lev D	Learning Assistance	NonCredit
+ Vitorelo, Joan C	Counseling International Study	Credit
+ Walsh, Laura	English As a Second Language	Credit
Wise, Kim A	African-American Achievement	Credit
+ Wong, Paul	Counseling International Study	Credit
Wood, Janice R.	English As a Second Language	NonCredit
Yamashiro, Lisa	Consumer Education	Credit
Yue, SingKin	Asian Pacific Amer Student Sev	Credit
+ Zanetto, Janet S	English As a Second Language	Credit

G1 Summer 2005: 85

**Total for G1: 96**

**TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Restricted**

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-I of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

**SPRING 2005**

(+: Full-time overload/extra pay)  
(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
+ Castro-Gonzalez, Gonzalo	Mathematics	Matriculation Credit 04-05	Credit
Greene, Elouise	Counseling New Students	Matriculation Credit 04-05	Credit
+ Osborne, Marie J	Counseling New Students	Matriculation Credit 04-05	Credit
Papini, Rita	Counseling New Students	Matriculation Credit 04-05	Credit
Robinson, Karen F	Counseling New Students	Matriculation Credit 04-05	Credit
Stoffers, Peter Louis	Counseling New Students	Matriculation Credit 04-05	Credit
Watson, John E	Counseling New Students	Matriculation Credit 04-05	Credit
Wong, James Z M	Counseling New Students	Matriculation Credit 04-05	Credit

G2 Spring 2005: 8

**SUMMER 2005**

(+: Full-time overload/extra pay)  
(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Abma, Deanna P	Articulation	Ca Articulation Number Sys 04-05	Credit
+ Aguiar, Glenn E	Mathematics	Matriculation Credit 04-05	Credit
Bozin, Patricia R	Counseling Continuing Students	Matriculation Credit 04-05	Credit
+ Brinson, Rosemary	Counseling Continuing Students	Matriculation Credit 04-05	Credit
+ Brown, Brenda M	African-American Achievement	Matriculation Credit 04-05	Credit
+ Brown, Brenda M	Counseling New Students	Matriculation Credit 04-05	Credit
Cabading, Leon F	Counseling New Students	Matriculation Credit 04-05	Credit
Cabading, Leon F	Counseling New Students	Matriculation Non-Credit 04-05	Credit
Cabahug, Elma P	Matriculation	Matriculation Credit 04-05	Credit
Cahill-Nova, Gregoria	African-American Achievement	Matriculation Credit 04-05	Credit
+ Chen, Pearl B.	Counseling New Students	Matriculation Credit 04-05	Credit
+ Cheng, Eva Yuen-Wan	Counseling New Students	Matriculation Credit 04-05	Credit
+ Chin, Jessie C	Counseling New Students	Matriculation Credit 04-05	Credit
+ Chong-Delon, Patty P	Counseling Continuing Students	Matriculation Credit 04-05	Credit
Chuck, Terence Albert	Disabled Stud Prog & Services	Disabled Student Excess Cost 04-05	Credit
Damato, Lawrence R.	Counseling Continuing Students	Matriculation Credit 04-05	Credit
De Cordova, Andre M	Counseling Continuing Students	Matriculation Credit 04-05	Credit
Duffy, Kathleen Susan	Disabled Stud Prog & Services		Credit
Fiandaca, Anastasia L	Latino Services Network	Matriculation Credit 04-05	Credit
Fontanella, Ann M.	English As a Second Language	Matriculation Credit 04-05	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Restricted

+ Garfinkle, Joan M	Counseling New Students	Matriculation Non-Credit 04-05	Credit
+ Gillette, Linda J	English As a Second Language	Matriculation Credit 04-05	Credit
Gold, Marc L	Counseling New Students	Matriculation Non-Credit 04-05	Credit
+ Goodyear, William J	Counseling Continuing Students	Matriculation Credit 04-05	Credit
Greene, Dara S	Counseling New Students	Matriculation Non-Credit 04-05	Credit
Greene, Elouise	Counseling New Students	Matriculation Credit 04-05	Credit
Greene, Terrance C.	Counseling New Students	Matriculation Credit 04-05	Credit
Henderson-Brown, Tessa Do	Counseling Continuing Students	Matriculation Credit 04-05	Credit
+ Heredia, Maria L	Counseling New Students	Matriculation Credit 04-05	Credit
+ Hom, Grace	Counseling Continuing Students	Matriculation Credit 04-05	Credit
+ Hom, Grace	Counseling Transfer Students	Matriculation Credit 04-05	Credit
Huang, Joanne X	Counseling New Students	Matriculation Credit 04-05	Credit
+ Johnson, Paul L	Disabled Stud Prog & Services	Disabled Student Excess Cost 04-05	Credit
Lee, Quinci S	Counseling New Students	Matriculation Credit 04-05	Credit
+ Ling, Gary R	Mathematics	Matriculation Credit 04-05	Credit
Liu, Maida D	Asian Pacific Amer Student Sev	Matriculation Credit 04-05	Credit
Lovett, Li Miao	Counseling Continuing Students	Matriculation Credit 04-05	Credit
Magalong, Philip V	Disabled Stud Prog & Services	Disabled Student Excess Cost 04-05	Credit
Martinez, Antonio E.	Counseling New Students	Matriculation Credit 04-05	Credit
Mayorga, Susana M	Latino Services Network	Matriculation Credit 04-05	Credit
McCarthy, Monica R	Counseling Continuing Students	Matriculation Credit 04-05	Credit
+ McKnight, Lindy L	Counseling Continuing Students	Matriculation Credit 04-05	Credit
+ Moriwaki, Kathleen M	Matriculation	Matriculation Credit 04-05	Credit
+ Obenchain, Cynthia	Counseling International Study	Matriculation Credit 04-05	Credit
+ Osborne, Elliott Claude	Counseling New Students	Matriculation Credit 04-05	Credit
+ Osborne, Marie J	Counseling New Students	Matriculation Credit 04-05	Credit
+ Owens, Rhonella C	Counseling Continuing Students	Matriculation Credit 04-05	Credit
+ Padua, Joseph H	Counseling New Students	Matriculation Credit 04-05	Credit
Phillips, Andrea S	Counseling New Students	Matriculation Credit 04-05	Credit
+ Phillips, Catherine	English As a Second Language	Matriculation Credit 04-05	Credit
+ Quinn, Denise	Matriculation	Matriculation Non-Credit 04-05	Credit
Rachels, Karen R	Disabled Stud Prog & Services	Disabled Student Excess Cost 04-05	Credit
Rachels, Karen R	Disabled Stud Prog & Services		Credit
+ Randolph, Alvin C	Counseling New Students	Matriculation Credit 04-05	Credit
+ Rendon, Peggy T	Counseling New Students	Matriculation Non-Credit 04-05	Credit
+ Roberts, Laurie	English As a Second Language	Matriculation Credit 04-05	Credit
+ Shoaf, William A	English As a Second Language	Matriculation Credit 04-05	Credit
+ Sparks, Jack D.	Counseling Continuing Students	Matriculation Credit 04-05	Credit
+ Spingola-Connolly, Jeanni	Counseling New Students	Matriculation Non-Credit 04-05	Credit
Stoffers, Peter Louis	Counseling Continuing Students	Matriculation Credit 04-05	Credit
+ Ta, Hoa M	Asian Pacific Amer Student Sev	Matriculation Credit 04-05	Credit
+ Tam, Mo-Shuet	English As a Second Language	Matriculation Credit 04-05	Credit
+ Tang, Paul S	Mathematics	Matriculation Credit 04-05	Credit
Teodoro, Analia M	Latino Services Network	Matriculation Credit 04-05	Credit
Tragardh, Thomas	English As a Second Language	Matriculation Credit 04-05	Credit
Truong, Nina M	Counseling New Students	Matriculation Credit 04-05	Credit
Vanderslice, Anne F.	Disabled Stud Prog & Services	Disabled Student Excess Cost 04-05	Credit
+ Walsh, Laura	English As a Second Language	Matriculation Credit 04-05	Credit
Watson, John E	Counseling New Students	Matriculation Non-Credit 04-05	Credit
Webster, Carlos	Counseling New Students	Matriculation Credit 04-05	Credit
Wise, Kim A	African-American Achievement	Matriculation Credit 04-05	Credit



RESOLUTION 050623-G2

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: General Fund, Restricted

Wise, Nicole Y	Counseling New Students	Matriculation Credit 04-05	Credit
Wong, James Z M	Counseling New Students	Matriculation Credit 04-05	Credit
+ Wong, Paul	Counseling International Study	Matriculation Credit 04-05	Credit
+ Yee, Sue L	Counseling New Students	Matriculation Credit 04-05	Credit
+ Yngojo, Marcus R	Counseling New Students	Matriculation Non-Credit 04-05	Credit
Yu, Howard K	Counseling New Students		Credit
Yue, SingKin	Asian Pacific Amer Student Sev	Matriculation Credit 04-05	Credit
+ Zanetto, Janet S	English As a Second Language	Matriculation Credit 04-05	Credit

*G2 Summer 2005: 79*

**Total for G2: 87**

**Total Records: 183**

050623 – G3

**Full-Time**

**First Year**

**Contract**

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
D'ACQUISTO, Adam	Physical Education & Dance / Ocean Avenue	First Year Contract	New (Consolidation) U-7736-1120-0800-C FF9115	08/15/05
BAC SIERRA, Benjamin	English / Ocean Avenue	First Year Contract	Rachel Webb U-7512-1120-1500-C FF9622	08/15/05
BEARD, Christine	Transitional Studies / John Adams / Adult Learning Center / Ocean Avenue	First Year Contract	Gabriella Schultz U-7347-1120-4900-N FF9755	08/15/05
BERTENS, Matthew	Mathematics / Ocean Avenue	First Year Contract	Mary Kay Beavers U-7272-1120-1700-C FF9857	08/15/05
COLOM, Carlos	Computer Networking & Information Technology / Ocean Avenue	First Year Contract	New (Consolidation) U-7212-1120-0700-C FF9121	08/15/05

G1 to G13

06/23/05

Page 8 of 16

050623 – G3 (Cont.)

Full-Time

First Year

Contract

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
GINTHER-WEBSTER, Kimberly	Library & Learning Resources / Ocean Avenue	First Year Contract	Ouida Charles U-9320-1230-6120-C FN9794	08/15/05
GUMINA, Joseph	Automotive / Trade Skills / Evans	First Year Contract	Joseph Estupinian U-7112-1120-6010-C FN9898	08/15/05
LANSANG, Jean	Nursing – Licensed Vocational / John Adams	First Year Contract	Mary Shestople U-7728-1120-1200-C FF9351	08/15/05

050623 – G3 (Cont.)

**Full-Time**  
**First Year**  
**Contract**

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
McCARTHY, Monica	Counseling – Continuing Student / Ocean Avenue / John Adams	First Year Contract	Kim Huynh U-6472-1240-6300-S FN9907	08/15/05
MILES, Amy	English / Ocean Avenue	First Year Contract	Michael Hulbert U-7512-1120-1500-C FF9654	08/15/05
NAAS, Jodi	English / Ocean Avenue	First Year Contract	Joan Wilson U-7512-1120-1500-C FF9625	08/15/05
PAZ, Imelda	Counseling – New Student / Ocean Avenue	First Year Contract	Barbara Truong 123878-6474-1240-6320-N 50% U-6474-1240-6300-N 50% FN9914	08/15/05



050623 – G3 (Cont.)

Full-Time

First Year

Contract

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
SLATES, Cynthia	English / Ocean Avenue	First Year Contract	Deanne Spears U-7512-1120-1500-C FF9640	08/15/05
THOMAS, Ardel	Gay, Lesbian & Bisexual Studies / Ocean Avenue / Castro Valencia	First Year Contract	Jonathan Katz U-7524-1120-4900-C U-7524-1280-6010-C FF9583	08/15/05
WHALEN, Kristina	English / Ocean Avenue	First Year Contract	Joyce Taylor U-7512-1120-1500-C FF9647	08/15/05

050623 – G4

**Full-Time  
Temporary**

**RESOLVED:** That on the effective dates indicated, the following named academic employees be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

<u>NAME</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
BACA, Leonardo	Computer Networking & Information Technology / Ocean Avenue	Long-Term Substitute	Peter Wood U-5120-1129-6010-C FS9999	08/15/05 – 12/20/05
HAIMES, Barbara	Culinary Arts & Hospitality Studies / Ocean Avenue	Long-Term Substitute	Tannis Reinhertz U-5120-1129-6010-C FS9999	08/15/05 – 12/20/05
MORTEN, Madeline	Nursing – Licensed Vocational / John Adams	Long-Term Substitute	Chita Torres U-5120-1129-6010-C FS9999	08/15/05 – 05/26/06
MURAOKA, Peter	Chemistry / Ocean Avenue	Long-Term Substitute	Ronald Drucker – F'05 James Armstrong – S'06 U-5120-1129-6010-C FS9999	08/15/05 – 12/20/05 01/12/06 – 05/26/06

050623-G5  
Amendment  
to Resolution

**RESOLVED:** That Resolution 050526-G3, Full-Time, First Year Contract faculty, be amended in part to show the following:

<u>NAME</u> <u>CHANGE</u> <u>FROM:</u>	<u>DEPARTMENT/CAMPUS</u>	<u>STATUS</u>	<u>REPLACEMENT FOR</u>	<u>EFFECTIVE DATES</u>
McCARTHY, Leilah	Physics / Ocean Avenue	First Year Contract	Chelcie Liu U-7260-1120-1900-C FF9862	08/15/05
<u>TO:</u> <i>McCARTHY, Leilah</i> <i>(Employee hired with</i> <i>degree equivalent</i> <i>based on adopted</i> <i>criteria.)</i>	Physics / Ocean Avenue	First Year Contract	Chelcie Liu U-7260-1120-1900-C FF9862	08/15/05

050623- G6  
Reassignment

**RESOLVED:** That effective August 15, 2005 through May 26, 2006 with the possibility of extension LOUISE, LOUISE, to be temporarily reassigned (100%) workload from full-time, tenured-track academic position in ESL Department to School of International Education as a Coordinator of Institute for International Students.

050623 – G7

Academic Employees  
Temporary Apppts  
Tenure Review

**RESOLVED:** That the following academic employees be temporarily appointed to Tenure Review Assignments for the period January 18, 2005 through May 27, 2005, for the hours indicated. The activity is funded by the District General Fund, Appropriation #U-51 20-1422-Program-C. Salary shall be in accordance with the appropriate salary schedule for instructors, non-instructional rate.

NAME	CHANGE HOURS FROM: (January)	TO: (May)	DEPT	PROGRAM
McGuire, William A.	18	18	ENGL	7512

050623 – G8

Demise

**RESOLVED:** That effective date shown, the demise of the following named academic personnel be noted for the purpose of record clearance:

NAME	DEPARTMENT/CAMPUS	EFFECTIVE DATE
Streckfuss, Jeanne W.	PE & Dance/Ocean	04/12/05

050623 – G9

Amendment  
To Resolution

**RESOLVED:** That resolution 050428 – G5 Leave of Absence, be amended in part to show the following:

CHANGE FROM:	NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
	Liu, Renee	Math/Ocean	17.P 60%	01/13/05 – 04/07/05
TO:	Liu, Renee	Math/Ocean	<u>17.B</u> <u>100%</u>	01/13/05 – <u>04/11/05</u>



050623 – G10

Leave of

Absence

**RESOLVED:** That for the effective dates shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION	EFFECTIVE DATES
Blair, Caroline	Film Production/Ocean	17.P	08/15/05 – 05/26/06
Sauve, James D.	English/Ocean	17.B	08/15/05 – 05/26/06
Winston, Terri	BEMA/Ocean	17.P	08/15/05 – 12/20/05

050623 – G11

Amendment  
to Resolution

**RESOLVED:** That Resolution 050224 – G12, Amendment to Resolution (Amending Resolution 040527 – G7, originally Reduced Workload Pre-Retirement Reduction), be amended in part to show the following:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
Newton, Victoria H.	ESL/Ocean	Work 80% Fall 2004	Fall 2004
		Work 60% Spring 2005	Spring 2005
		Work 80% every Fall and Spring for 9 Fiscal Years	Fall 2005 through Spring 2014

CHANGE

TO:

Newton, Victoria H.	ESL/Ocean	Work 80% Fall 2004	Fall 2004
		Work 60% <u>every semester pr 9.5</u> <u>Fiscal Years</u>	Spring 2005 <u>through Spring 2014</u>

050623 – G1 2  
Amendment  
to Resolution

**RESOLVED:** That Resolution 031030 – G8, Reduced Workload Pre-Retirement Reduction, be amended in part to show the following:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
<u>CHANGE</u> <u>FROM:</u>  Wong, Anna Q. <u>CHANGE</u> <u>TO:</u>	ESL/Chinatown	Work 80% every Fall and Spring	Spring 2004 through Fall 2008
Wong, Anna Q.	ESL/Chinatown	Work 80% every Fall and Spring <u>for 1.5</u> <u>Fiscal Years</u> <u>Work 60% every Fall and Spring for</u> <u>2.5 Fiscal Years</u>	Spring 2004 through <u>Spring 2005</u> <u>Fall 2005 through Fall 2008</u>

050623 – G1 3  
Department  
Chairperson  
Stipends  
2005-2006

**RESOLVED:** That the following named supervisors be assigned additional responsibilities during the Academic year 2005-2006; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Goodyear, William	Counseling - Continuing Student	I	6,225.00
Nishihira, Robert (Fall only)	Photography	I	4,149.00



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

H1-H2

DATE: June 23, 2005  
TO: Board of Trustees  
FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Academic Employees (Faculty)  
Credit Program/Non-Credit Program  
Categorically Funded  
City College of San Francisco  
(Resolutions Nos. 050623-H1-H2)

## BACKGROUND INFORMATION:

Resolutions 050623-H1-H2 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

## SHARED GOVERNANCE REVIEW:

Yes:\_\_\_\_; No: X : If yes, which committee:\_\_\_\_\_  
Date of Review:\_\_\_\_\_

(A negative response indicates that a review is not necessary.)

Clara Starr, Originator

## BOARD OF TRUSTEES

RODEL E. RODIS, ESQ., PRESIDENT • DR. NATALIE BERG, VICE PRESIDENT • JOHNNIE L. CARTER, JR. •  
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG, ESQ. • VERONICA LAWRENCE, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR

**RESOLVED:** That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**SPRING 2005**

(+: Full-time overload/extra pay)

(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Boone, Anthony G	Contract Education	ECO-Workplace 04-05 CT#04-312-008	Credit
Boyle, Karen A	Nursing	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
Burt, Tracy C	Contract Education	Osaka College-8	NonCredit
Burt, Tracy C	Contract Education	Osaka College-8	Credit
+ Concin, Claudio	Foreign Languages	Partnership for Excellence	Credit
+ Cunningham, Erin E	Nursing	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
Dermody, Mary E	Vocational Education	IDRC - Healthcare Tech #04-326-26	Credit
Donovan, Sharon Mari	Contract Education	Osaka College-8	Credit
Donovan, Sharon Mari	Contract Education	Osaka College-8	NonCredit
Femenia, Carol	Nursing	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
Flanagan, Kathleen D	Nursing	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
Garcia, Ana R	Contract Education	Calif. Public Utilities Comm-1	NonCredit
+ Grant, Fumiko Y	Foreign Languages	Partnership for Excellence	Credit
+ Henning, Nancy	Nursing	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
Ledford, Frances Conn	Consumer Education	VTEA 1C 2004-2005	Credit
+ Longacre, Susan H	Nursing	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
Lyau, Pamela W	Contract Education	Vatea-T1B-BACCC/SMCCD 04-05	Credit
Lyau, Pamela W	Contract Education	Osaka College-8	Credit
Lyau, Pamela W	Contract Education	ECO-BACCC- Mini Grant 04-05	Credit
Markham, Diana L	Mentoring Program	Partnership for Excellence	Credit
+ Martin, Molly	Mentoring Program	Partnership for Excellence	Credit
+ Mbololo, Billington	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
McMahan, Frank J	Contract Education	Private Company-Various SMCT	NonCredit
McMahan, Frank J	Contract Education	Private Company-Various SMCT	Credit
+ Mogar, Mariannina	Contract Education	Osaka College-8	Credit
+ Mogar, Mariannina	Contract Education	Osaka College-8	NonCredit
+ Nava, Lisa M	Nursing	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
Owings, Willa A	Contract Education	Osaka College-8	Credit
Owings, Willa A	Contract Education	Osaka College-8	NonCredit
+ Rico, Stephen M	Contract Education	Osaka College-8	Credit
+ Smith, Karl J	Nursing	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
+ Smith, Karl J	Nursing	Yr-4 Assoc Degree Nursing Exp 07-08	Credit
Sneed, Jane W	Child Dev. & Family Studies	SFUSD-No Child Left Behind Wkshp 04	Credit
Spears, Deanne K	Child Dev. & Family Studies	SFUSD-No Child Left Behind Wkshp 04	Credit



## RESOLUTION 050623-H1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: Categorically Funded.

+ Tse, Annie	Contract Education	T4E-SFDHS Edgewood Training 03-05	Credit
Vance, Caroline E	Contract Education	Osaka College-8	NonCredit
Vance, Caroline E	Contract Education	Osaka College-8	Credit
+ White, Kathleen C	Contract Education	Osaka College-8	NonCredit
+ White, Kathleen C	Contract Education	Osaka College-8	Credit
Wong, Eunice Y	Consumer Education	VTEA 1C 2004-2005	Credit
Wong, Manuel K	Contract Education	Osaka College-8	NonCredit
Wong, Manuel K	Contract Education	Osaka College-8	Credit
+ Yee, Sue L	Counseling New Students	WIA/Pic-CA Rapid Response 04-05	Credit
Yokoyama, Elaine H	Nursing	Yr-1 Assoc Degree Nursing Exp 04-05	Credit
Zoll, Sharyn L	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit

H1 Spring 2005: 45

## SUMMER 2005

 (+: Full-time overload/extra pay)  
 (\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Grant</u>	<u>Division</u>
Abma, Deanna P	Vocational Education	Vatea- T3E Tech Prep 04-05	Credit
Afshar, Golnar	Biological Sciences	NSF-Fix-a-Gene (Due-0202327) Yr-3	Credit
Alexander, Horace V	Human Resources	AB1725 Staff Diversity 04-05	Credit
Alvarado, Salvador	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Belbin, Charles Lynw	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Bell, Rosalyn Elai	Child Dev. & Family Studies	St. Preschool FD 04-05 GWAP	Credit
+ Bixler, Camilla	Teachers' Resource Center	Tempe-Project Shine 03-04	Credit
+ Bixler, Camilla	Teachers' Resource Center	Partnership for Excellence	Credit
Buchsbaum, Jessica G	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Buchsbaum, Jessica G	English As a Second Language	SFDHS VESL-VIP Program Yr-3	Credit
Cahill, Paula J	Student Health	Student Health Fees	Credit
Campos-Rojas, Marcia A	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Carrese, John Matt	Contract Education	Ct. Ed SF Hotels Partnership Proj-4	Credit
Cataldo, Beth E	Vocational Education	Vatea- T3E Tech Prep 04-05	Credit
Chan, Andrew K	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Chapuis, Dominique	English As a Second Language	SFDHS VESL-VIP Program Yr-3	Credit
Chapuis, Dominique	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Chen, Peijue Paig	Child Dev. & Family Studies	SFDCYF- Family Child Care Train Ins	Credit
+ Cheng, Eva Yuen	Child Dev. & Family Studies	SF Cares-Wu Yee Services YR2	Credit
+ Clark, Sunny L	Student Health	Student Health Fees	Credit
Cloniger, Charles H	Student Health	Student Health Fees	Credit
+ Concin, Claudio	Staff Development	SBC Faculty Training Program	Credit
+ Cozart Jr., Ulysses J	Small Business Development Ctr	SJSU/SBDC - YR2005	Credit
+ Cozart Jr., Ulysses J	Small Business Development Ctr	Eco-SBDC 04-05 CT#04-311-016	Credit
Cross, Kevin P	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Crow, Kelli J	English As a Second Language	SFDHS VESL-VIP Program Yr-3	Credit
+ Cunningham, Tomi S	Staff Development	SBC Faculty Training Program	Credit
Deng, Linda Y	Career Link	WIA/Pic-CA Rapid Response 04-05	Credit
Denney, Stephanie E	English	Carnegie/Hewlett-SPECC Yr 1	Credit
+ Doyle, Terrence M	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Duncan, Yvonne F	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Edwards, Sam J	Student Health	Student Health Fees	Credit
Ernststrom, Natalee KM	Student Health	Student Health Fees	Credit

H1-H2

## RESOLUTION 050623-H1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: Categorically Funded.

Eyestone, Donna Mari	Title III	Year 3/T-3 Strengthening/Dev Program	Credit
Finlev, Leslie	English As a Second Language	SFDHS VESL-VIP Program Yr-3	Credit
Fleming, Anne-Marie	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Fong, Wendy M	Health Science	Vatea- T3E Tech Prep 04-05	Credit
Fong, Wendy M	Vocational Education	Vatea- T3E Tech Prep 04-05	Credit
Fontanella, Ann M.	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Francisco, Christine	Teachers' Resource Center	Tempe-Project Shine 03-04	Credit
+ Francisco, Christine	Teachers' Resource Center	Partnership for Excellence	Credit
Gillespie, Elgy	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Glines, Emily C	Americorp	FCCC/Americorp FYMP 04-05	Credit
Glines, Emily C	Americorp	FCCC-ALERT 04-05	Credit
Glines, Emily C	Americorp	FCCC-TRDP 04-05	Credit
Goldthorpe, Jeffrey T	English	Carnegie/Hewlett-SPECC Yr I	Credit
Goode, Ruth	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Goodfriend-Koven, Nora	Teachers' Resource Center	Met Life Foundation/Temple Univ	Credit
Greger, Christopher K	English	Carnegie/Hewlett-SPECC Yr I	Credit
Gurney, Robert Pete	Staff Development	SBC Faculty Training Program	Credit
Helmy, Anna-Lisa	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Helmy, Anna-Lisa	English As a Second Language	SFDHS VESL-VIP Program Yr-3	NonCredit
Helmy, Anna-Lisa	English As a Second Language	SFDHS VESL-VIP Program Yr-3	Credit
Hovanesian, Suzanne A.	Vocational Education	IDRC - Healthcare Tech #04-326-26	Credit
Hovanesian, Suzanne A.	Staff Development	SBC Faculty Training Program	Credit
Hovanesian, Suzanne A.	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Ikeda, Vivian S	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Johnson, Gregory A	Career Link	WIA/Pic-CA Rapid Response 04-05	Credit
Johnson, Linda M	Licensed Vocational Nursing	WIA-PIC-Nurse Workforce Initiative	Credit
Kasten, Angelika A	English As a Second Language	SFDHS VESL-VIP Program Yr-3	NonCredit
Kasten, Angelika A	English As a Second Language	SFDHS VESL-VIP Program Yr-3	Credit
+ Khan, Shehla N	Teachers' Resource Center	Met Life Foundation/Temple Univ	Credit
King, Elizabeth P	English	Carnegie/Hewlett-SPECC Yr I	Credit
+ Kitchin, Deborah A	Staff Development	SBC Faculty Training Program	Credit
+ Korey, Suzanne	Career Link	WIA/Pic-CA Rapid Response 04-05	Credit
+ Kwan, Marion	Extended Oppo Prog & Services	Board of Financial Aid Program 04-05	Credit
Langmo, Tore E	English	Carnegie/Hewlett-SPECC Yr I	Credit
+ Larin, Renato A	Extended Oppo Prog & Services	Board of Financial Aid Program 04-05	Credit
Laroche, Randall E	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Lau, Pennie S	Contract Education	Ct. Ed SF Hotels Partnership Proj-4	Credit
+ Lawson, Susan	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Legaspi, Erlinda Espi	English	Carnegie/Hewlett-SPECC Yr I	Credit
Leong, Agnes Y	Nursing	Yr-I Assoc Degree Nursing Exp 04-05	Credit
Levin, Stephanie I	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Lewis, Christa M	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Lewis, Christa M	English As a Second Language	SFDHS VESL-VIP Program Yr-3	NonCredit
Lewis, Christa M	Teachers' Resource Center	Met Life Foundation/Temple Univ	Credit
+ Lewis, David W	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Lewis, James Benn	Vocational Education	NSF-On Ramp to Biotech Yr-I	Credit
Lewis, James Benn	Career Link	WIA/Pic-CA Rapid Response 04-05	Credit
Lisker, David M	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Liu, Debra R	English As a Second Language	ABE 321/Workforce Investment 04-05	Credit
Loo, Josephine S	Vocational Education	Vatea- T3E Tech Prep 04-05	Credit
Luckey, Bernadine Cori	Child Dev. & Family Studies	F & KCE 04-05	Credit

## RESOLUTION 050623-H1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: Categorically Funded.

Macale, James R	Financial Aid	Board of Financial Aid Progm 04-05	Credit
Macale, James R	Financial Aid	CALWORKS	Credit
MacAndrew, Ann L	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Manukova, Sophia Arca	English As a Second Language	SFDHS VESL-VIP Program Yr-3	NonCredit
Manukova, Sophia Arca	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Mar, Warren	Career Link	WIA/Pic-CA Rapid Response 04-05	Credit
Martini, Diane Chri	Child Dev. & Family Studies	St. Preschool FD 04-05 GWAP	Credit
+ Mbolu, Billington	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ McCarthy, Denise Kath	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
McCauley, Kerry L	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	F & KCE 04-05	Credit
+ Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	Orfalea Family Foundation	Credit
+ Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	St. Preschool FD 04-05 GWAP	Credit
Michelucci, Mabel L	Extended Oppo Prog & Services	Board of Financial Aid Progm 04-05	Credit
Mijatovic, Katarina	Staff Development	SBC Faculty Training Program	Credit
Mitchell, Patricia	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Muller, Lauren Stua	Teachers' Resource Center	Partnership for Excellence	Credit
Nelson, Karin Chri	Career Link	WIA/Pic-CA Rapid Response 04-05	Credit
O'Donnell, Sheila M.	English As a Second Language	SFDHS VESL-VIP Program Yr-3	NonCredit
O'Donnell, Sheila M.	English As a Second Language	SFDHS VESL-VIP Program Yr-3	Credit
Overton, Ann Vinc	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Paz, Leo S	Phillipine Studies	SBC Faculty Training Program	Credit
Pena, Luz Mari	Financial Aid	CALWORKS	Credit
Pena, Luz Mari	Financial Aid	Board of Financial Aid Progm 04-05	Credit
Perez, Jorge L.	Financial Aid	CALWORKS	Credit
Perez, Jorge L.	Financial Aid	Board of Financial Aid Progm 04-05	Credit
Picheny, Jacob Joel	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Piontkowski, Dennis	Mathematics	Calworks Program 04-05	Credit
Platford, Olivia	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Podenski, Francine	Staff Development	SBC Faculty Training Program	Credit
+ Pon, Teresa	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Pon, Teresa	Teachers' Resource Center	Met Life Foundation/Temple Univ	Credit
+ Quadra, Indiana G	Cal Works	Calworks Program 04-05	Credit
Raber, Melissa Ana	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Redfern, Mary A	Student Health	Student Health Fees	Credit
Reichman, Linda K	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Rittenhouse, Amanda A	Health Science	Calworks Program 04-05	Credit
Rodriguez, Pablo E	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Rosales-Uribe, Maria	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Rose, Arthur W	Contract Education	Calif. Public Utilities Comm-1	Credit
+ Roth, Robin H	Teachers' Resource Center	Met Life Foundation/Temple Univ	Credit
Ryan-Garrison, Kate	Career Link	WIA/Pic-CA Rapid Response 04-05	Credit
Sanford, Curt Neal	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Sauve, James D	English	Carnegie/Hewlett-SPECC Yr 1	Credit
Schall, Susan M	English As a Second Language	SFDHS VESL-VIP Program Yr-3	NonCredit
Schuricht, Robert N	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Selleck, Denise F	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Silver, Elizabeth A	Teachers' Resource Center	Met Life Foundation/Temple Univ	Credit
Slates, Cynthia A	English	Carnegie/Hewlett-SPECC Yr 1	Credit
Sneed, Jane W	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Sohr, Deborah M	Student Health	Student Health Fees	Credit



## RESOLUTION 050623-H1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC  
EMPLOYEES: Categorically Funded.

Song, Hui Fang	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Stering, Edward L	Staff Development	SBC Faculty Training Program	Credit
Straus, Amber C	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Tang-Quan, Ethel I	English	Carnegie/Hewlett-SPECC Yr I	Credit
+ Terao, Lenni Y	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Thomas, Barbara E	Cal Works	Temp Assist for Needy Family 04-05	Credit
+ Torres, Chita	Teachers' Resource Center	Met Life Foundation/Temple Univ	Credit
+ Tracy, June A	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Trasvina, Nicky R	Career Link	WIA/Pic-CA Rapid Response 04-05	Credit
Turner, Sharon Yael	Vocational Education	Vatea- T3E Tech Prep 04-05	Credit
Vaughn, Sandra Ann	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Wedemeyer, William Kirb	Career Link	WIA/Pic-CA Rapid Response 04-05	Credit
Weldon, Timothy W	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
+ Westerberg, Karl M	Staff Development	SBC Faculty Training Program	Credit
White, Eva G	Child Dev. & Family Studies	Center Based 04-05 GCTR	Credit
Whittom, Susan R	Child Dev. & Family Studies	Orfalea Family Foundation	Credit
+ Wong, Kathleen J	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Wong, Lorena E	Student Health	Student Health Fees	Credit
Yagle-Snead, Lynn	Child Dev. & Family Studies	Orfalea Family Foundation	Credit
Yamashiro, Lisa	Consumer Education	VTEA IC 2004-2005	Credit
Yee, Edna	Student Health	Student Health Fees	Credit
+ Yee, Sue L	Career Link	WIA/Pic-CA Rapid Response 04-05	Credit
+ Yiu, Winnie Lai	Financial Aid	Board of Financial Aid Progm 04-05	Credit
+ Yiu, Winnie Lai	Financial Aid	CALWORKS	Credit
Young, Julie C.	Title III	Year 3/T-3 Strengthening/Dev Progm	Credit
Yu, Allan W K	Teachers' Resource Center	ABE 321/Workforce Investment 04-05	Credit
Zimmerman, Susan Loui	English	Carnegie/Hewlett-SPECC Yr I	Credit

H1 Summer 2005: 162

Total for H1: 207

Total Records: 207



050623-H2  
Amendment  
to Resolution

**RESOLVED:** That resolution 050428-H2, Categorically Funded, Full-Time Temporary Assignment, be amended in part to show the following:

<u>NAME</u>	<u>DEPARTMENT</u>	<u>ACTIVITY</u>	<u>BUDGET</u>	<u>EFFECTIVE DATES</u>
<b>CHANGE FROM:</b>				
DIAS, DAVID	Vocational Education	Project Coordinator	Advanced Transportation Technology (ATT) 123389-7175-1220-6840-N FN9728	91% 01/13/05 – 05/27/05
<b>TO:</b>				
DIAS, DAVID	Vocational Education	Project Coordinator	Advanced Transportation Technology (ATT) 123389-7175-1220-6840-N	91% 01/13/05 – 04/22/05
			Advanced Transportation Technology (ATT) 123389-7175-1220-6840-N FN9728	100% 04/23/05 – 05/27/05





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**N1**

**DATE:** June 23, 2005  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor  
**Subject:** Academic Employees (Faculty)  
Community Services Classes  
City College of San Francisco  
(Resolutions Nos. 050623-N1)

## BACKGROUND INFORMATION:

Resolutions 050623-N1 covers appointments of academic employees to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hourly unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

## SHARED GOVERNANCE REVIEW:

Yes: \_\_\_\_; No: X : If yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

(A negative response indicates that a review is not necessary.)

Clara Starr, Originator

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DR. PHILIP R. DAY, JR., CHANCELLOR

**RESOLVED:** That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

**SPRING 2005**

(+: Full-time overload/extra pay)  
(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Culp, James Samuel	Community Services	NonCredit
Lark-Wilson, Nyia F.	Community Services	NonCredit

N1 Spring 2005: 2

**SUMMER 2005**

(+: Full-time overload/extra pay)  
(\*: New hourly academic employee)

<u>Name</u>	<u>Department</u>	<u>Division</u>
Armstrong, Karen D	Community Services	NonCredit
Cheung, Margarita K	Contract Education	Credit
Corvaisier, Gaelle Luc	Community Services	NonCredit
Garcia, Ana R	Community Services	NonCredit
Goodheart, Marianna R.	Community Services	NonCredit
Grauberger, Mary E	Community Services	NonCredit
Gray, Marion R.	Community Services	NonCredit
Hope, Linda M.	Community Services	NonCredit
Lark-Wilson, Nyia F.	Community Services	NonCredit
Lieb, Reddy C	Community Services	NonCredit
Long, Electra L	Community Services	NonCredit
Lyau, Pamela W	Contract Education	Credit
Navarro, Francoise J	Community Services	NonCredit
Pastine, Francesca	Community Services	NonCredit
Pucci, Alicia	Community Services	NonCredit
Reguzzoni, Franco	Community Services	NonCredit
Ren, Ming	Community Services	NonCredit
Riga, Carol T.	Community Services	NonCredit
Ruben, Jacqueline J	Community Services	NonCredit
Sandkuhler, Iris Evelyn	Community Services	NonCredit
Shain, Allen I.	Community Services	NonCredit
Simons, Mark S.	Community Services	NonCredit
Stanton, Karen J	Community Services	NonCredit
Tabarracci, Jenny	Community Services	NonCredit
Toy, Cherise K	Community Services	NonCredit
Van der Valk, Anna-Lis	Community Services	NonCredit



RESOLUTION 050623-N1

TEMPORARY HOURLY ASSIGNMENTS -  
ACADEMIC EMPLOYEES: Community Services Programs

Whitman, Patricia T.	Community Services	NonCredit
Whitmore, Tina	Community Services	NonCredit
Woodman, Catherine L	Community Services	NonCredit
Zimmerman, Michele	Institute for Int'l Students	Credit

*N1 Summer 2005: 30*

**Total for N1: 32**

**Total Records: 32**





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

AMENDED 6/23/05

**DATE:** June 23, 2005 **P1**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: POLICY MANUAL**  
**Notice of Intention to Amend the SFCCD Policy Manual**  
**Section 3.02 – Equal Employment Opportunity and**  
**Affirmative Action**  
**(Resolution No. 050623-P1)**

## **BACKGROUND INFORMATION:**

The Administrative staff of the College has been reviewing the Policy Manual of the District, updating it from time-to-time. However, a comprehensive review is needed. The College has now subscribed to the Board Policy Service of the California Community College League. The League formed a partnership with the law firm of Liebert Cassidy Whitmore. As a result, staff of the League has developed board policy exemplars (and administrative procedures) based on applicable law and regulation. Over 50 California Community College Districts subscribe to the service. Administrative staff plans to review the League's exemplars during 2005/2006 and will make further recommendations to the Board. However, Policy Manual Section 3.02 is very much out of date and does not reflect current law. This resolution proposes to change Section 3.02 – Equal Employment Opportunity and Affirmative Action in its entirety and adopt a new Board Policy (BP) 3420 - Equal Employment Opportunity. The content of the new policy reflects current law. The numbering reflects the suggestions from the League.

## **RECOMMENDATION:**

**RESOLVED:** That notice is hereby given that the following proposed amendment to the San Francisco Community College District Policy Manual, Section 3.02 – Equal Employment Opportunity and Affirmative Action, shall be acted upon at the August 25, 2005 meeting of the Board of Trustees:

That SFCCD Policy Manual Section 3.02 – Equal Employment Opportunity and Affirmative Action, shall be amended to read as follows: (NOTE: Additions or substitutions are indicated by ***bold italic*** and deletions are indicated by ~~strike over~~). (See following pages).

Dr. Philip R. Day, Jr., Originator  
Dr. Ronald Lee, Originator

## **BOARD OF TRUSTEES**

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**DR. PHILIP R. DAY, JR., CHANCELLOR**

**BP 3420 Equal Employment Opportunity**

*The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.*

*The Chancellor or his/her designee shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 of the California Code of Regulations requirements as from time to time modified or clarified by judicial interpretation.*



## PM 3.02—Equal Employment Opportunity and Affirmative Action

~~The San Francisco Community College District declares and reaffirms its commitment to the principle of Equal Employment Opportunity and shall adhere to all Federal and State statutes and regulations governing the employment practices of this District. The District shall provide equal employment opportunity for all persons in all job categories of employment. Such equality of opportunity shall be based on job-related bona-fide occupational qualifications and shall be without discrimination because of race, color, ethnic group identification, national origin, ancestry, religion, gender, age, marital status, disability or AIDS/HIV status, medical conditions, sexual orientation, gender identity, domestic partner status or status as a Vietnam-Era veteran.~~

~~The Board of Trustees recognizes that it is not enough to proclaim that the District does not discriminate in employment but that efforts must be made to build an environment in which opportunity is indeed equal. The District's Affirmative Action Program includes various methods by which equal employment opportunity for all is to be made a reality. The objective of the Program is to achieve equal opportunity by recognizing and overcoming the effects of past discrimination in employment.~~

~~The Board of Trustees relies upon the commitment and the good-faith efforts on the part of all management staff, faculty groups, classified staff, students and community at large to implement the Affirmative Action Program.~~

~~The District shall develop an affirmative action plan. The purpose of the plan is to create result-oriented procedures to insure nondiscrimination in employment, promotion, transfer, and assignment on the basis of race, color, ethnic group identification, national origin, ancestry, religion, gender, age, marital status, disability or AIDS/HIV status, medical conditions, sexual orientation, gender identity, domestic partner status or status as a Vietnam-Era veteran. The plan shall be applied to all levels of employment procedure and to all position classifications.~~

~~The Board of Trustees is accountable for the overall Affirmative Action Program. The Board delegates the responsibility and the accountability for the Affirmative Action Program to the Chancellor. The Affirmative Action Officer shall oversee the day to day implementation of the program. All administrators and staff persons who are involved in the employment process, act as agents of the Board, and are held accountable in carrying out the Board's policy in Equal Opportunity Employment and Affirmative Action.~~

~~The District will update and reaffirm this policy statement annually.~~





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 23, 2005  
TO: Board of Trustees  
FROM: Dr. Philip R. Day, Jr., Chancellor

S1

**SUBJECT: SPECIAL**

Recommend Adopting Modified Wage Rates and Other Terms and Conditions of Employment for Unrepresented Classified Management, Supervisory, and Confidential Employees for Fiscal Year 2005-2006  
(Resolution No: 050623-S1)

**BACKGROUND INFORMATION:**

The administration maintains a record of all unrepresented classified "Management," "Supervisory," and/or "Confidential" classifications, or persons or positions within classifications (hereinafter "employees") consistent with its obligation under the Educational Employment Relations Act (EERA, Government Code Section 3540 et seq.). The Chancellor is recommending modifying wage rates and other specified terms and conditions of employment for employees for Fiscal Year 2005-2006.

**SHARED GOVERNANCE REVIEW:**

Yes: \_\_\_\_\_; No: X; if yes, which committee: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

**RECOMMENDATION:**

**RESOLVED:** That the Board of Trustees adopts modified wage rates and other terms and conditions of employment for unrepresented classified employees for Fiscal Year 2005-2006 as follows:

General Wage Increase

The wage rates in effect as of June 30, 2004, shall be increased across the board by three percent (3%), effective July 1, 2005.

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DR. PHILIP R. DAY, JR., CHANCELLOR

### Modification of Step 6 to the District Salary Schedules

Effective July 1, 2005, Step 6 shall represent five percent (5.0%) over Step 5. Eligible for movement to Step 6 are those full-time employees with twenty (20) or more years of service as of July 1, 2005, or thereafter, provided that the five (5) most recent years of service have been with the District.

### Pilot Wellness Incentive Program

1. The district hereby establishes a pilot "wellness incentive program" to promote workforce attendance.
2. Effective July 1, 2005, any full-time employee leaving the employment of the District upon service or disability retirement may receive payment of a portion of accrued sick leave credits at the time of separation.
3. The amount of this payment shall be equal to two-and-one-half percent (2.5%) of accrued sick leave credits at the time of separation times the number of whole years of continuous employment times an employee's salary rate, exclusive of premiums or supplements, at the time of separation. Vested sick leave credits, as set forth under Civil Service Commission Rules, shall not be included in this computation.
4. The number of hours for which an employee may receive cash payments shall not exceed five hundred and twenty (520) hours; provided that the number of hours for which an employee may receive cash payment may exceed 520 hours by the number of their vested sick leave hours, up to an absolute maximum of 1,040 hours.
5. A wellness incentive bonus payment shall not be considered as part of an employee's compensation for the purpose of computing retirement benefits.

### Holidays

Employees shall not observe Lincoln Day on February 17, 2006; employees shall observe Cesar Chavez Day on March 31, 2006.

### Additional Days Off With Pay

Employees shall be granted additional days off with pay on December 27, 28, 29, and 30, 2005, and April 10, 11, 12, 13, and 14, 2006.

**FURTHER BE IT RESOLVED:** That the Chancellor and the Vice Chancellor of Administration and Finance, and/or their designee(s) are hereby authorized and directed to implement this Resolution.

Originator: Peter Goldstein





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 23, 2005 **S2**

**TO:** Board of Trustees

**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: SPECIAL**  
**Presenting the Initial Proposal of the Department Chairperson Council and the Initial Proposal of the San Francisco Community College District for a Successor Collective Bargaining Agreement, and Placing a Special Order of Business on the Agenda for a Public Board of Trustees Meeting in August 2005 for Public Response to the Initial Proposals**  
**(Resolution No. 050623-S2)**

## BACKGROUND INFORMATION:

The present Collective Bargaining Agreement between the San Francisco Community College District (District) and the Department Chairperson Council (DCC) will expire on December 31, 2005. On May 18, 2005, the President of the DCC submitted to the Board of Trustees, through the Administration, DCC's Initial Proposal for a successor collective bargaining agreement for calendar years 2006, 2007, and 2008 (Attachment A). The Administration, on behalf of the Board of Trustees, has prepared the San Francisco Community College District's Initial Proposal (Attachment B) for a successor collective bargaining agreement. Government Code Section 3547 requires in relevant part that (a) all initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records, and (b) meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.

## SHARED GOVERNANCE REVIEW:

Yes: \_\_\_\_\_; No: X; if yes, which committee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

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DR. PHILIP R. DAY, JR., CHANCELLOR

**RECOMMENDATION:**

**RESOLVED:** That the Board of Trustees of the District hereby presents DCC's Initial Proposal (Attachment A) and the District's Initial Proposal (Attachment B) for a successor collective bargaining agreement;

**FURTHER BE IT RESOLVED:** That a special order of business be placed on the Agenda for a public meeting of the Board of Trustees in August 2005 to enable members of the public to express themselves regarding the Initial Proposals.

Originator: Peter Goldstein  
with Steve Hale

**Department Chairperson Council Initial Proposal  
for a Successor Collective Bargaining Agreement  
Calendar Years 2006, 2007, and 2008**

With the District/DCC contract expiring in December 2005, the DCC formally proposes the following:

Extend ("roll-over") the present District/DCC contract for three (3) years with an agreement to open the following Articles:

- 1) ARTICLE 10 (Work Environment)  
Section B: re-evaluate clerical support
- 2) ARTICLE 13 (Work Year/Work Week/Assignments and Class Size)  
Section B.2: Work Week/Work Load  
Increase according to reasonable comparative criteria
- 3) ARTICLE 15 (Stipends)  
Increase in stipend/steps according to reasonable comparative criteria
- 4) ARTICLE 16 (Reassigned Time)  
Section F: Correct Transitional Studies (error when contract was typed)
- 5) ARTICLE 20.B: Curriculum, Instruction, Services (minor clarification)
- 6) OVERALL – Clean-up of obsolete language as appropriate

The DCC reserves the right to add to the foregoing proposal if necessary.

Darlene F. Alioto, President  
Department Chairperson Council

**San Francisco Community College District  
Board of Trustees**

**INITIAL PROPOSAL**

**for a Successor Collective Bargaining Agreement  
Calendar Years 2006, 2007, and 2008**

**Department Chairperson Council**

The present collective bargaining agreement between the parties consists of 22 Articles and eight Appendices. The Board of Trustees proposes that all Articles and Appendices, including any amendments in effect as of the date of this initial proposal, continue unchanged in the successor collective bargaining agreement, excluding (a) Articles and Appendices requiring date changes to coincide with the duration of the successor collective bargaining agreement, (b) Articles and Appendices requiring the deletion of obsolete language and re-numbering, and (c) the following Articles and Appendices which shall be amended through the negotiations process to address the issues identified below:

**ARTICLE 15, STIPENDS**

Increase to be negotiated according to reasonable comparative criteria and the District's ability to pay.

**ARTICLE 16, REASSIGNED TIME**

Examine levels of reassigned time provided to department chairpersons, including time allocated by formula (formula units) and time allocated by the Vice Chancellor of Academic Affairs (Extra Specific Reassigned Units and Coordination Units), according to reasonable comparative criteria and the District's ability to pay.

**APPENDIX A, CITY COLLEGE OF SAN FRANCISCO DEPARTMENTS**

Review and revise department names, as appropriate.

**RIGHT TO AMEND**

The Board of Trustees reserves its right to amend its Initial Proposal.





# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 23, 2005 **S3**  
**TO:** Board of Trustees  
**FROM:** Dr. Philip R. Day, Jr., Chancellor

**SUBJECT: HUMAN RESOURCES**  
Honorable Board of Trustees of the San Francisco Community College District expresses its heartfelt appreciation for the many contributions of James Kendrix on the occasion of his retirement  
(Resolution 050623 – S3)

## BACKGROUND INFORMATION:

WHEREAS: James Kendrix served City College as an administrator from 1989 through 2005; and

WHEREAS: James Kendrix served the City College of San Francisco in the capacity of Director, Business Services in 1989; and

WHEREAS: James Kendrix was promoted to Acting Vice President, Administrative Services in 1990; and

WHEREAS: James Kendrix was promoted to Chief Financial Officer in 1993 to the present, and has served in this position to the present time; and

WHEREAS: James Kendrix has served with great integrity, professionalism, and distinction, and has won the respect and admiration of administrators, faculty, and staff; and

WHEREAS: James Kendrix has demonstrated excellent business acumen and organizational leadership in throughout his career at City College,

## BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

**RECOMMENDATION:**

RESOLVED: That the Board of Trustees of the San Francisco Community College District, on behalf of the faculty, classified staff, and administrators of City College of San Francisco, expressed much appreciation and admiration to James Kendrix for the exemplary work he has done during his tenure and wishes him a wonderful and rewarding retirement.

Trustee Rodel Rodis, Originator

Trustee Anita Grier, Originator

Trustee Johnnie L. Carter, Originator



# CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • BOX E200 • SAN FRANCISCO, CA 94112 • 415. 239.3000

**DATE:** June 23, 2005 **S4**

**TO:** Board of Trustees

**FROM:** Dr. Philip Day, Jr., Chancellor

**SUBJECT: SPECIAL**  
**Approval of new courses recommended by the College Curriculum Committee (02/09/05 – 04/13/05).**  
**(Resolution No. 050623-S4)**

## BACKGROUND INFORMATION:

Board Policy 6.03 provides that "all associate degree credit courses, nondegree credit courses and noncredit courses are to be recommended by the College Curriculum Committee. Any courses which are properly recommended may be implemented only after the recommendation is adopted by the Board of Trustees.

The Curriculum Committee has been established in accordance with section 55002 (a) (2) of the California Code of Regulations, Title 5 Division 6 and is a part of the shared governance structure overseen by the Provost and the Academic Senate. Membership totals 27 and includes students, faculty and administrators.

New courses presented before the committee as course outlines originate among the faculty within the various academic and vocational departments of the college. As faculty develop new curriculum, the Dean of Curriculum, Faculty Evaluation and Tenure Review and the Curriculum Committee Chair provide support and guidance through a process known as technical review. Technical review is a relatively new component of curriculum development and reduces the amount of time needed to develop new curriculum. Additionally, the development of new Curriculum Committee forms and modification of the course outline format have facilitated the development of new curriculum.

Once a course outline has gone through technical review it is presented to the Curriculum Committee. Technical review ensures that the Curriculum Committee's review of the course outline is focused primarily on the content, objectives and methodology of the new course and the relationship between the course and the existing curriculum within the department and the college. Once approved by the committee, the course outline is processed by the Office of Instruction and sent to the California State Chancellor's Office for review and approval.

Since February 9, 2005, the College Curriculum Committee has approved 44 new courses. The following is a percentage breakdown of these courses based on the department of origin:

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DR. PHILIP R. DAY, JR., CHANCELLOR

Department	New Courses	Percentage
Administration of Justice/Fire Science	1	2.3%
Art	1	2.3%
Asian American Studies	2	4.5%
Biological Sciences	2	4.5%
Business	1	2.3%
Computer Networking & Info Technology	7	15.9%
Computer Science	4	9.1%
English	1	2.3%
English as a Second Language	7	15.9%
Film	1	2.3%
Graphic Communications	2	4.5%
Health Science	4	9.1%
Music	1	2.3%
Physical Education and Dance	1	2.3%
Theatre Arts	4	9.1%
Transitional Studies	5	11.4%

**Note:** The Computer Networking and Information Technology (CNIT) Department continued to expand their course offerings in order to respond to industry needs. The English as a Second Language (ESL) Department increased their noncredit offerings in order to customize instructional delivery for lower level ESL students and also enhanced the higher level credit instructional program with ESL 160 and ESL 170. The Transitional Studies (TRST) Department significantly restructured their instructional program to better address student needs.

A complete list of these courses is attached to this resolution. Board of Trustees approval is sought so that the college may offer these courses.

#### **SHARED GOVERNANCE REVIEW:**

Yes X; No \_\_\_\_; If yes, which committee: Curriculum Committee

Date of Review: Spring 2005

*(A negative response indicates review is not necessary)*

#### **RECOMMENDATION:**

RESOLVED: That the attached list of new courses approved by the College Curriculum Committee between February 9, 2005 and April 13, 2005 is hereby approved by the Board of Trustees of the San Francisco Community College District.

Brian E. Ellison, Originator



# ACTIONS OF THE COLLEGE CURRICULUM COMMITTEE

## SPRING 2005

### **NEW PERMANENT COURSES**

- #P05-02-09-01 Computer Networking and Information Technology Department, CNIT 110 "Wireless Enterprise" (3 units)
- #P05-02-09-02 Computer Networking and Information Technology Department, CNIT 270 "Unix/Linux Network Services" (3 units)
- #P05-02-09-04 Computer Science Department, CS 100 "Introduction to Computer Science" (3 units)
- #P05-02-09-05 Computer Science Department, CS 115A "Intro to Programming for Scientists" (3 units)
- #P05-02-09-06 Computer Science Department, CS 131A "Python Programming" (3 units)
- #P05-02-09-17 English Department, ENGL 93 "Introduction to Academic Writing and Reading" (3 units)
- #P05-02-09-24 Transitional Studies Department, TRST 1200 "Language Arts-Reading 1" (Noncredit)
- #P05-02-09-25 Transitional Studies Department, TRST 1301 "Language Arts: Writing 1" (Noncredit)
- #P05-02-09-26 Transitional Studies Department, TRST 2200 "Language Arts Reading/Writing 2" (Noncredit)
- #P05-02-09-27 Transitional Studies Department, TRST 2201 "Language Arts Reading/Writing 2.5" (Noncredit)
- #P05-02-09-28 Transitional Studies Department, TRST 3300 "High School English-Literature and Composition" (Noncredit)
- #P05-02-09-29 Film Department, FILM 74 "Advanced Cinematography and Lighting" (3 units)
- #P05-02-09-30 Theatre Arts Department, TH A 55 "Technical Theatre Production" (1-3 units)
- #P05-02-09-31 Theatre Arts Department, TH A 60 "Stagecraft" (3 units)
- #P05-02-09-32 Theatre Arts Department, TH A 51 "Musical Theatre Performance Preparation" (0 unit)
- #P05-02-09-33 Theatre Arts Department, TH A 52 "Cabaret Performance Preparation" (0 unit)
- #P05-02-23-03 Computer Networking and Information Technology Department, CNIT 122 "Firewalls" (3 units)
- #P05-02-23-04 Computer Networking and Information Technology Department, CNIT 211 "Fiber Optic Technology" (3 units)
- #P05-02-23-05 Computer Networking and Information Technology Department, CNIT 135 "E-Commerce Web Site Development" (3 units)
- #P05-02-23-15 Physical Education and Dance Department, PE 450 "Women's Intercollegiate Soccer" (3 units)
- #P05-02-23-17 Graphic Communications Department, GRPH 54 "Lettering and Type" (1 unit)
- #P05-02-23-18 Graphic Communications Department, GRPH 55 "Digital Font Creation" (1 unit)
- #P05-02-09-07 Computer Science Department, CS 155A "MySQL Databases" (3 units)
- #P05-03-09-03 Computer Networking and Information Technology Department, CNIT 218 "Check Point Firewall (I)" (3 units)
- #P05-03-09-04 Computer Networking and Information Technology Department, CNIT 219 "Check Point Firewall (II)" (3 units)
- #P05-03-09-05 Music Department, MUS 27R "The History of Rock and Popular Music" (3 units)
- #P05-03-09-07 English as a Second Language Department, ESLN 3106 "Beginning Low 1" (Noncredit)
- #P05-03-09-08 English as a Second Language Department, ESLN 3306 "Beginning High 3" (Noncredit)

- #P05-03-09-12 Asian American Studies Department, ASAM 6 "Asian American Issues through Literature" (3 units)
- #P05-03-09-13 Asian American Studies Department, ASAM 10 "Asian American Culture" (3 units)
- #P05-03-23-01 Health Science Department, HLTH 38 "Trauma Response and Recovery" (3 units)
- #P05-03-23-02 Health Science Department, HLTH 40 "Urban Health Policy" (3 units)
- #P05-03-23-04 Biological Sciences Department and Engineering and Technology Department, BTEC/ELEC 221 "Biotech Process Instrumentation" (2 units)
- #P05-04-13-01 Biological Sciences Department, BTEC 200 "Introduction to Bioinformatics" (1 unit)
- #P05-04-13-03 Business Department, MABS 40 "Internet Explorer and Outlook Email" (3 units)
- #P05-04-13-04 Administration of Justice and Fire Science Department, F SC 125 "Incident Command System 400" (1.5 units)
- #P05-04-13-07 Health Science Department, HLTH 48 "Violence as a Public Health Issue" (3 units)
- #P05-04-13-08 Health Science Department, HLTH 54 "Introduction to Public Health" (3 units)
- #P05-04-13-10 English as a Second Language Department, ESLN 3206 "Beginning Low 2 (90B)" (Noncredit)
- #P05-04-13-11 English as a Second Language Department, ESLN 3406 "Beginning High 4 (90B)" (Noncredit)
- #P05-04-13-12 English as a Second Language Department, ESLN 3506 "Intermediate Low 5 (90B)" (Noncredit)
- #P05-04-13-13 English as a Second Language Department, ESLN 3606 "Intermediate Low 6 (90B)" (Noncredit)
- #P05-04-13-14 English as a Second Language Department, ESLV 4831 "Communication Skills for Health Workers (90B)" (Noncredit)

#### NEW TOPICAL COURSES

- #P05-03-23-03 Art Department, ART 123Z "Eternal Egypt at the Legion" (3 units)



# CITY COLLEGE OF SAN FRANCISCO

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## SUBSTITUTE RESOLUTION 6/23/05

DATE: June 23, 2005

W1

TO: Board of Trustees

FROM: Dr. Phillip R. Day, Jr., Chancellor

SUBJECT: REAL ESTATE

Authorization to negotiate a First Amended and Restated Settlement Agreement ("Restated Agreement") to update that Settlement Agreement with the Friends of the Colombo Building dated June 4, 1999 ("Settlement Agreement") and to negotiate a historic preservation easement for the Colombo Building to San Francisco Architectural Heritage Foundation for the purpose of preserving and protecting the architectural, historic, and cultural, features of the Colombo Building consistent with the obligations of the District under the Settlement Agreement, as amended.

(Resolution No. 050623-W1)

RESOLVED, That authorization is hereby given to negotiate a First Amended and Restated Settlement Agreement on the terms described above, substantially in the form on file with the Secretary of the Board; and

FURTHER BE IT RESOLVED: That authorization and direction is hereby given to negotiate an historic preservation easement for the Colombo Building to San Francisco Architectural Heritage Foundation (or other non-profit organization selected by the Colombo Parties qualified to select and enforce preservation easements), substantially in the form on file with the Secretary of the Board; and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized and directed to negotiate any additions, amendments or other modifications to the proposed First Amended and Restated Settlement Agreement and the Preservation Easement. Such documents are subject to ratification by the Board of Trustees.

Peter Goldstein, Originator

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